

Objective

A Project Controls Scheduler with 2 years of experience managing a portfolio of over 30 \$10MM+ projects. Serving within the Construction and Biopharmaceutical industry, however, interested in pursuing new industries.

Skills

Word, Excel, Access, Data Analysis, Project Management, Business Development, Dreamweaver, Html5, Javascript, Java, Oracle, SQL, Sharepoint, Scheduling.

Work Experience

Project Scheduler III

ABC Corporation - 2007 – 2008

- Developed WBS and applied the appropriate WBS level to each activity in the schedule.
- Maintained a resource loaded schedule in P3 format to support the work activities at the nuclear facilities assigned to the Nuclear Maintenance Department.
- Mitigated schedule activities in coordination with nuclear operations points of contact to determine the priority of requested work.
- Provided weekly reports from the P3 database as requested by management and the Performance Metrics coordinator.
- Tank Operations Contract (TOC) Project Controls/Scheduling Provided schedule development for Retrieval and Closure tank farms.
- Entered new schedule logic and activities into DOE provided baseline schedule.
- Modified existing logic for each tank farm in order to retrieve them in pairs and expedite the process.

Project Scheduler

ABC Corporation - 2006 – 2007

- Job duties included handling all customer contact from project start to end, problem resolution, scheduling of work crews in coordination with customer availability.
- Schedule all projects with coordinating crews using Improveit360 and Gmail.
- Maintain an accurate filing system for all projects, both commercial and residential.
- Work directly with multiple project managers to assist in daily activities and time management.
- Track crews as well to help maintain proper schedules and job completions.
- Follow up with customers daily to ensure jobs were completed accurately and completely.
- Track long term projects to maintain a timeline.

Education

B.A. in Business Information - (Ashford University)