

ROBERT SMITH

Project Planner/Representative

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

Over Ten years of experience in Information Technology and Software Development with 12 years of extensive knowledge in Project Management, Planning and Scheduling.

SKILLS

SQL Server, Ms-office.

WORK EXPERIENCE

Project Planner/Representative

ABC Corporation - August 1998 – August 2004

- Managed schedules for several multi-million dollar projects for various prestigious clients like T-Mobile, Sprint PCS.
- Managed and supervised Site Acquisition firms, A&E Design firms, Zoning Attorneys, Geotechnical, Environmental and other Third Party service vendors.
- Research in assessing key areas for improvement in support of wireless carriers and contribute to other areas of business development.
- Coordinated with A/R and A/P to meet all the contractual agreements, to establish and ensure a smooth relationship between vendors.
- Developed procedures, chaired meetings at Sprint PCS to manage pre-construction tasks and activities.
- Managed the National Legacy Replacement project for Sprint PCS that included the supervision of Site Acquisition Specialists.
- Assisted in Scheduling, Resource Planning and Estimation for a multi-million dollar "State Of Georgia" Motorola proposal.

Project Planner

ABC Corporation - 1995 – 1998

- Responsibilities Managed the Chicago Tribune Companies marketing plans and strategies, collaborated with other functions such as Sales, Marketing, Legal and Brand Management.
- Communicated and interfaced across all internal business units as well as with external partners and vendors.
- Coordinated with the sales department for the implementation and supervision of the marketing plans and procedures.
- Accountable for all marketing project plans, schedule and production of all stakeholder communication.
- Successfully launched 12 consumer projects generating over \$23 Million in incremental revenue.
- Liaise with PR to coordinate campaigns; copywriting for product launches including print and online, and press releases.

- Interacted confidently with senior managers across Tribune Publishing, to help manage expectations about likely problems, ensure project transparency, provided relevant, accurate, and consistent information at all times..

SCHOLASTICS

- Masters in Construction Management and Engineering - (Univ. of Cincinnati)