

Robert Smith

Asst. Project Planner

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SUMMARY

Integrated Master Scheduler in industry standards, best practices and industry trends related to portfolio planning, scheduling, and resource loading and forecasting.

SKILLS

Microsoft Office Suite, MS-Excel.

WORK EXPERIENCE

Asst. Project Planner

ABC Corporation - October 2008 - June 2009

- Identified and forecasted scheduling trends, and provided recommendations to mitigate risks to the program schedule.
- Conducted scheduling and resource reviews, working with management and technical disciplines to gather customer stakeholder projects.
- Evaluated the current FAA contracting and acquisition processes and performed the "gap analysis".
- Developed Schedules and Milestones required for managing the project.
- Organized and distributed the list of assignments for all projects, and provided feedback to the team members for various deliverables.
- Managed mapping and standardizing of current FAA processes; evaluating current processes and recommending improvements.
- Analyzed AS-IS and TO-BE business process requirements and recommended improvements.

Project Planner

ABC Corporation - 2004 - 2008

- 1.
- Planned all phases of work for the removal, replacement, and repairs of all exchangers in the Olefins unit.
- 2.
- Planned the logistics for all new and repaired exchangers.
- 3.
- As Mechanical Planner I communicated with all turnaround groups in sequence to insure all work to be performed, could function with limited hold points and revised all plans that did not follow a proper work scope.
- Installed all specifications into all completed packages..

EDUCATION