



EVELYN WHITE

Assistant Lead Scheduler

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Los Angeles

www.qwikresume.com

SKILLS

Client Relations



Stakeholder Engagement



Meeting Facilitation



Documentation Skills



Analytical Thinking



Risk Assessment



INTERESTS

Birdwatching Traveling

Sports Coaching Knitting

STRENGTHS

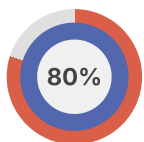
Pragmatism

Sensitivity

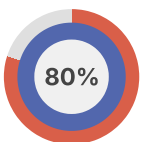
Sincerity

Stability

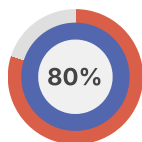
LANGUAGES



English



Swahili



Dutch

ACHIEVEMENTS

Streamlined scheduling processes, resulting in a 15% reduction in project delays.

Implemented a new resource allocation strategy that improved efficiency by 20%.

PROFESSIONAL SUMMARY

With 5 years of comprehensive experience in scheduling and project coordination, I specialize in developing precise timelines and resource management strategies. My analytical abilities enhance project execution while fostering collaboration among teams and stakeholders. I am dedicated to optimizing processes to ensure successful project delivery and operational efficiency.

WORK EXPERIENCE

Assistant Lead Scheduler

Jun / 2022-Ongoing

Blue Sky Innovations

Chicago, IL

- Managed routine aeronautical maintenance intervals for a fleet of 22 B-52 bomber aircraft, ensuring compliance with operational standards.
- Maintained a 100% mission readiness rate for global strike operations during critical military operations.
- Cataloged and recorded maintenance data in accordance with Air Force directives, ensuring accuracy and accessibility.
- Provided expert guidance to maintenance personnel on aircraft maintenance schedules using the Patriot Excalibur PEX program.
- Produced detailed reports utilizing Microsoft Word, Excel, and Outlook, demonstrating mastery in data presentation.
- Delivered analytical findings to senior leaders, enhancing decision-making at the squadron and group levels.
- Coordinated additional aircraft events such as special training missions and deployments, ensuring seamless execution.

Lead Scheduler

Jun / 2020-Jun / 2022

Summit Peak Industries

Denver, CO

- Developed and managed a comprehensive schedule in Primavera P6 for multiple pipeline projects, ensuring timely execution for Enbridge in Superior, WI.
- Collaborated with project managers to create meaningful reports that highlighted critical impacts on project timelines.
- Utilized scheduling software as a key tool for managing pipeline projects, enhancing overall project visibility.
- Contributed to the Fukushima Project at Clinton Nuclear Station by integrating task force plans into the online schedule.
- Worked closely with project managers and engineers to devise backup cooling water strategies in emergency scenarios.
- Regularly updated project progress levels in Primavera P6, ensuring accuracy and accountability.

EDUCATION

Bachelor of Science in Project Management

Jun / 2018-Jun / 2020

University of Wisconsin

Toronto, ON

Focused on project planning, scheduling, and resource management to drive successful project outcomes.