

ROBERT SMITH

Jr. Planner Scheduler

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SUMMARY

To obtain a position Planner Scheduler Very motivated team player with provable success, willing to learn, highly adaptable, excellent verbal and written communication skills, extremely detail oriented, meet budgets on time and on deadlines.

CORE COMPETENCIES

MS Office, Management.

PROFESSIONAL EXPERIENCE

Jr. Planner Scheduler

ABC Corporation - May 2005 – February 2007

Key Deliverables:

- Schedules trades and vendors for all phases of construction.
- Meets with homeowners for color selections.
- Fills out permit applications and take to applicable building departments.
- Schedules all inspections for all trades where applicable.
- Responsible for Drafting and conception for new model homes.
- Supervises a six person drafting and permitting department.
- Meets with structural engineers.

Planner Scheduler

Delta Corporation - 2002 – 2005

Key Deliverables:

- Managed machine and pump shop.
- Created a work break down structure (WBS), creating and assigned each activity to a unique activity code.
- Created a resource dictionary for craft reference, and tied my logic sequentially, from one activity to the other, maintaining a baseline to input .
- Conducted project management briefings and generated reports, resource histogram, logic diagrams, Gantt charts to reflect work schedule activity flow.
- Level Schedule production, Forecasting on 16 weeks frame, Logistics for Final Customers, Lean Manufacturing implementation and Development, .
- Planned and scheduled the daily activity of the general, technical and building site needs.
- Work also included managing building grounds, parking lots, and building tenant improvement projects.

EDUCATION

- Certification in Medical Assistant - (MedVance Institute - Palm Springs, FL)