

ROBERT SMITH

Asst. Planner Scheduler

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Responsible for scheduling all outpatient radiology procedures, ensuring that all physician orders are complete, and logging data into the databases.

JULY 2007 - JANUARY 2008

ASST. PLANNER SCHEDULER - ABC CORPORATION

- Schedules/reschedules outpatient appointments for radiology procedures and for affiliated facilities
- Inputs all physician orders into the computer.
- Sorts all physician orders to be scanned.
- Coordinates special procedures between departments and healthcare providers.
- Answers and routes phone calls. Files orders.
- Runs and delivers reports for different departments.
- Coordinates with mammography to obtain prior films on patients.

2005 - 2007

PLANNER SCHEDULER - DELTA CORPORATION

- Performed a variety of planning and scheduling, cost engineering and administrative functions including data collection and input, critical path network development, critical path analysis, and work breakdown structure.
- Exceeded company objectives through resource loading, man-hour and physical quantity tracking.
- Successfully executed administrative functions which included expediting, training others and formal presentation/reporting to the customer.
- Partnered successfully with project managers, engineering, and procurement to produce accurate schedules.
- Achieved 97% on-time delivery by effectively using Primavera P6 and through proactive communication with team members.
- Monitored progress and updated all schedules on a weekly basis with percent complete to satisfy contract release dates.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Bachelor of Business Administration in Finance - (Texas Southern University - Houston, TX)

SKILLS

Ms Project, Communication, Risk Management, Change Management, SAP.