

ROBERT SMITH

Associate Planner Scheduler

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Seeking a Planner Scheduler position where will be challenged; fostering new career opportunities and enhancing skills in an environment requiring a variety of tasks.

CORE COMPETENCIES

Management, Organizing.

PROFESSIONAL EXPERIENCE

Associate Planner Scheduler

ABC Corporation - 2011 – 2012

Key Deliverables:

- Schedules surgical patients as assigned by management in a clinic setting.
- Monitors voicemails closely to ensure patient's phone calls are answered in a timely manner.
- Obtains accurate patient demographics, including insurance information.
- Completes patient registration via phone at the time of scheduling.
- Coordinates referrals for surgery by obtaining approval from providers and scheduling surgery and all post-operative appointments.
- Maintains patient portal questions regarding scheduling and registration and contact patients back to schedule their requested appointments.
- Receives and completes all tasks sent through the Electronic Health Records.

Planner Scheduler

Delta Corporation - 2005 – 2007

Key Deliverables:

- 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.

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EDUCATION

Bachelors in Kinesiology - (California State University)

