



# JACKSON TURNER

## Program Scheduler

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📍 Los Angeles

🌐 www.qwikresume.com

### PROFESSIONAL SUMMARY

Highly experienced Program Scheduler with a decade of expertise in developing and managing complex project timelines. Proven track record in cross-functional collaboration to ensure projects are delivered on schedule and within budget. Skilled in utilizing advanced scheduling techniques and tools to enhance operational efficiency and drive project success.

### WORK EXPERIENCE

#### Program Scheduler

📅 Apr / 2018-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Develop and maintain project schedules using project management software.
2. Coordinate with cross-functional teams to ensure timely project delivery.
3. Supported the program in Earned Value Management (EVM) data collection and analysis to ensure project performance tracking.
4. Managed the monthly SDRL schedule submission to the customer, ensuring compliance with ANSI-748 EVMS guidelines.
5. Created and maintained an SDRL schedule that enabled management and CAMs to track deliverables and deadlines effectively.
6. Developed Microsoft Access databases to assist CAMs in preparing baseline change requests (BCRs) and project documentation.
7. Enabled CAMs to generate statements of work, basis of estimates, and labor/non-labor estimates through database support.

#### Program Scheduler

📅 Apr / 2015-Apr / 2018

Lakeside Apparel Co

📍 Chicago, IL

1. Provided primary scheduling support for geosynchronous satellite programs, ensuring project timelines were adhered to.
2. Designed and maintained comprehensive resource-loaded schedules in Microsoft Project with over 6000 line items in collaboration with Project Managers and Engineers.
3. Supported the Program Office in Earned Value Management (EVM) processes, including data collection and analysis.
4. Maintained project schedules throughout all phases, from design through to completion, ensuring timely execution.
5. Assisted in the development of presentations and documentation of project deliverables for stakeholder reviews.
6. Managed a detailed program facility usage schedule, resolving conflicts and reporting results to management.

### EDUCATION

#### Bachelor of Science in Project Management

📅 Apr / 2012 - Apr / 2015

University of Southern California

📍 Chicago, IL

Focused on project scheduling, resource management, and earned value techniques.

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### SKILLS

Microsoft Project Management

Scheduling Techniques

Microsoft Excel

Project Tracking

Change Management

Performance Metrics

### INTERESTS

🎧 Podcasts

🌐 Language Learning

🎵 Dancing

🚴 Cycling

### STRENGTHS

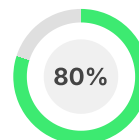
🔧 Intuition

👥 Leadership

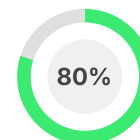
🎧 Listening

👥 Mentorship

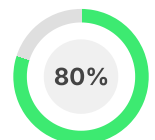
### LANGUAGES



English



Swahili



Arabic

### ACHIEVEMENTS

🌟 Successfully reduced project schedule delays by 20% through effective resource management and scheduling adjustments.

🌟 Implemented a new scheduling system that improved project tracking accuracy by 30%.

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