

EMMA JOHNSON

Project Planner

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PROFESSIONAL SUMMARY

Detail-oriented Project Planner with 5 years of experience in managing project timelines, resources, and risks. Proven track record in optimizing project schedules and enhancing team collaboration to achieve project goals efficiently.

WORK EXPERIENCE

Jr. Project Planner

Maple Leaf Consulting

📅 Jan / 2021-Ongoing

📍 Toronto, ON

1. Supported project managers in executing the McNeil Consent Decree Work Plan, ensuring compliance and timely delivery.
2. Developed and maintained MS Project timelines, tracking progress and synchronizing schedules across teams.
3. Managed resources in Enterprise Server, creating and tracking action items to enhance project efficiency.
4. Analyzed interdependencies of deliverables, providing metrics reporting to improve project visibility.
5. Documented meeting minutes and action items, ensuring accountability and follow-up on project tasks.
6. Coordinated hiring and training for new project recruits, enhancing team capacity and performance.
7. Facilitated project planning sessions, aligning stakeholder expectations and project objectives.

Project Planner

Crescent Moon Design

📅 Jan / 2020-Jan / 2021

📍 Portland, OR

1. Led project planning sessions with key stakeholders to define project scope and objectives.
2. Utilized Primavera P6 to create and manage comprehensive project schedules.
3. Generated weekly project health reports for leadership, highlighting risks and progress.
4. Monitored project risks and issues, implementing mitigation strategies to ensure project success.
5. Oversaw resource assignments, ensuring optimal utilization against the staffing plan.
6. Tracked project progress against baseline metrics, adjusting plans as necessary to meet deadlines.
7. Developed specialized reports to track funding, saving \$1.5M annually through improved financial oversight.

EDUCATION

Bachelor of Science in Project Management

University of California

📅 Jan / 2019-Jan / 2020

📍 Seattle, WA

Focused on project planning, risk management, and resource allocation strategies.

SKILLS

Project Scheduling

Resource Allocation

Documentation Management

Risk Management

ACHIEVEMENTS

- 🌟 Streamlined project timelines, reducing delays by 20%.
- 🌟 Implemented a risk management framework, decreasing project risks by 30%.
- 🌟 Facilitated cross-departmental collaboration, improving project delivery speed by 15%.