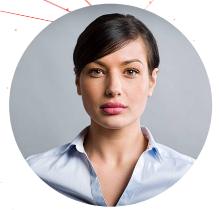


# OLIVIA SMITH

## Project Scheduler

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com



## PROFESSIONAL SUMMARY

With 7 years of experience in project scheduling and planning, I excel at developing and maintaining integrated master schedules that drive project success. My expertise includes resource allocation, budget management, and cross-functional team coordination, ensuring timely project delivery. I am committed to enhancing operational efficiency and fostering collaboration across diverse teams.

## WORK EXPERIENCE

### Project Scheduler

Pineapple Enterprises

📅 Jan / 2021-Ongoing

📍 Santa Monica, CA

1. Developed and maintained comprehensive Integrated Master Schedules (IMS) for multiple projects, ensuring alignment with organizational goals.
2. Coordinated with project managers and team members to update schedules, track progress, and identify potential risks.
3. Conducted bi-weekly project meetings to discuss timelines, deliverables, and resource allocation.
4. Analyzed project timesheets and budgets to ensure compliance and accuracy, addressing discrepancies proactively.
5. Utilized Microsoft Project 2010 to create and update project plans, integrating feedback from stakeholders.
6. Prepared detailed reports on project status and performance metrics for senior management review.
7. Implemented best practices in schedule management, leading to increased accountability and transparency across teams.

### Project Scheduler

Lakeside Apparel Co

📅 Jan / 2018-Jan / 2021

📍 Chicago, IL

1. Monitored project schedules and provided timely updates to stakeholders, facilitating informed decision-making.
2. Enhanced project scheduling accuracy through diligent version control and adherence to best practices.
3. Prepared Work Breakdown Structures (WBS) to improve task clarity and execution.
4. Ensured alignment of project objectives with organizational standards and policies.
5. Facilitated effective communication across departments to ensure project success.

## EDUCATION

### Bachelor of Science in Project Management

University of California

📅 Jan / 2015-Jan / 2018

📍 Seattle, WA

Focused on project planning, scheduling, and resource management.

## SKILLS

Microsoft Project Web Access

Project Planning

Time Management

Resource Allocation

## ACHIEVEMENTS

- 🌟 Successfully reduced project delays by 15% through the implementation of a new scheduling tool.
- 🌟 Improved project budget adherence by 20% by enhancing tracking and reporting processes.
- 🌟 Led a cross-functional team in completing a \$5MM project 3 weeks ahead of schedule.