

ROBERT SMITH

Senior Project Specialist

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A responsible, challenging position where proven ability and experience could be fully utilized. Position preferred should provide a challenging atmosphere conducive to professional growth and achievement.

EXPERIENCE

Senior Project Specialist

ABC Corporation - JANUARY 2008 - SEPTEMBER 2008

- Managed the repair, modification and overhaul of assigned systems/subsystems/items executed under a vendor subcontract.
- Executed and documented data to support a specific contractual work requirement.
- Recommended changes when deviations from the established procedures are encountered.
- Established schedules within the timeframe outlined in the repair/modification statement of work and developed the necessary data required for capacity planning.
- Provided daily repair operations guidance/assistance and accomplishes all necessary actions required to establish and maintain support effectiveness of assigned programs.
- Recommended changes to ensure effective equipment utilization and maximum supportability.
- Maintained surveillance to assure accomplishment of contractual/organic repair/modification programs, providing assistance in resolving capacity and technical problems.

Senior Project Specialist

Delta Corporation - 2004 - 2008

- Track budgets for all of the Sams Club projects.
- Use SAP on a daily basis to look up project budget information, PO activity and invoices Create and Update budget reports Updated the project roadmap .
- Implementation of new pharmacy dispensing system Enterprise Rx Pharmacy Support specialist for AR department Created and implemented conversion tie-.
- Worked as an Independent Contractor and Senior Project Specialist for TELICS in Raleigh, North Carolina Primary and daily responsibilities consisted .
- Tasked with the responsibility of engineering and resolving all AT&T outside plant requirements such as make ready work, traffic control plans and .
- Lead fiber optic distribution designer, NOC provisioning specialist.

- Conduct meetings with Functional Leaders (FLs) for study activities related to tracking and monitoring of project finances, study progress, and site .

EDUCATION

- BS

SKILLS

MS Office Applications, Project Specialist.