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EXPERTISE SKILLS

- Scheduling Software
- Project Lifecycle Management
- Communication
- Time Tracking
- Resource Management
- Reporting

LANGUAGES

- English
- Spanish
- French

CERTIFICATION

- Bachelor of Arts in Construction Management, State University

REFERENCES

John Smith

Senior Manager, Tech Corp
john.smith@email.com

Sarah Johnson

Director, Innovation Labs
sarah.j@email.com

Michael Brown

VP Engineering, Solutions Inc
mbrown@email.com

MICHAEL ANDERSON

CONSTRUCTION SCHEDULER

Meticulous Construction Scheduler with a strong background in residential and commercial construction projects. Possesses a profound understanding of project lifecycle management and scheduling methodologies, facilitating the timely completion of projects while adhering to budgetary constraints. Skilled in the use of industry-standard scheduling software to create accurate schedules that reflect project realities.

PROFESSIONAL EXPERIENCE

Home Builders Ltd.

Mar 2018 - Present

Construction Scheduler

- Developed detailed schedules for residential construction projects, ensuring timely completion.
- Monitored daily project activities and adjusted schedules as necessary to meet deadlines.
- Communicated effectively with subcontractors to coordinate work and manage resources.
- Utilized scheduling software to track progress and identify potential delays.
- Provided weekly updates to project managers on schedule status and forecasts.
- Facilitated meetings with stakeholders to discuss scheduling adjustments and project milestones.

Urban Developments Inc.

Dec 2015 - Jan 2018

Assistant Scheduler

- Assisted in the creation of project schedules for commercial developments.
- Tracked project progress and reported on key performance indicators.
- Coordinated with architects and engineers to ensure design timelines were met.
- Utilized Microsoft Project to maintain and update schedules regularly.
- Participated in project meetings to provide scheduling insights and updates.
- Supported the senior scheduler in preparing reports for project stakeholders.

ACHIEVEMENTS

- Improved project completion time by 15% through effective schedule management.
- Recognized for outstanding teamwork and collaboration on a high-profile project.
- Successfully managed schedules for projects valued at over \$20 million.