



Michael ANDERSON

CONSTRUCTION SCHEDULER

Accomplished Construction Scheduler with a robust background in public works projects and infrastructure development. Recognized for an exceptional ability to coordinate complex schedules and manage multifaceted project components. Proficient in leveraging advanced scheduling tools to optimize timelines and resource allocation, ensuring project objectives are met efficiently. A strong advocate for safety and quality assurance, with a commitment to maintaining high standards throughout the project lifecycle.

CONTACT

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SKILLS

- Project Management Software
- Government Compliance
- Resource Coordination
- Scheduling Optimization
- Safety Management
- Reporting

LANGUAGES

- English
- Spanish
- French

EDUCATION

**BACHELOR OF SCIENCE IN CIVIL
ENGINEERING, TECHNICAL
UNIVERSITY**

ACHIEVEMENTS

- Successfully delivered a \$30 million infrastructure project ahead of schedule.
- Received commendation from the state for excellence in project execution.
- Improved scheduling processes, reducing project delays by 20%.

WORK EXPERIENCE

CONSTRUCTION SCHEDULER

City Public Works Department

2020 - 2025

- Managed scheduling for various public infrastructure projects, ensuring compliance with government standards.
- Coordinated with engineers and contractors to align project timelines and resources.
- Implemented scheduling tools to enhance project tracking and reporting.
- Conducted regular site visits to monitor progress and adjust schedules as needed.
- Facilitated meetings with city officials to review project status and address concerns.
- Developed comprehensive reports for stakeholders on project timelines and deliverables.

PROJECT COORDINATOR

State Infrastructure Agency

2015 - 2020

- Assisted in the scheduling and coordination of state-funded infrastructure projects.
- Tracked project milestones and communicated updates to project teams.
- Utilized project management software for scheduling and resource management.
- Collaborated with local contractors to ensure timely project execution.
- Participated in risk assessment meetings to identify potential scheduling issues.
- Supported senior project managers in preparing reports for state officials.