



MICHAEL ANDERSON

Project Scheduler

Innovative Construction Scheduler with a diverse background in various construction sectors, including residential, commercial, and industrial projects. Renowned for a proactive approach to project scheduling, emphasizing the importance of effective time management and resource allocation. Expertise in managing complex schedules and adapting to evolving project requirements, ensuring timely and successful project completion.

CONTACT

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- San Francisco, CA

EDUCATION

Bachelor of Science in Project Management

Institute of Technology
2016-2020

SKILLS

- Time Management
- Resource Allocation
- Software Proficiency
- Communication Skills
- Risk Assessment
- Team Collaboration

LANGUAGES

- English
- Spanish
- French

WORK EXPERIENCE

Project Scheduler

2020-2023

Residential Developments Ltd.

- Developed detailed project schedules for residential construction projects, ensuring adherence to timelines.
- Collaborated with architects and engineers to align design and construction schedules.
- Utilized scheduling software to track project progress and manage resources efficiently.
- Conducted regular project meetings to communicate updates and address scheduling issues.
- Provided technical support to the project team regarding scheduling tools.
- Prepared comprehensive reports on project timelines and milestones for stakeholders.

Assistant Project Scheduler

2019-2020

Industrial Constructors Inc.

- Assisted in the scheduling of industrial construction projects, focusing on efficiency and accuracy.
- Tracked project milestones and reported on schedule adherence to project managers.
- Coordinated with subcontractors to ensure timely completion of tasks.
- Utilized project management software to maintain and update schedules.
- Participated in project meetings to provide insights on scheduling challenges.
- Supported lead schedulers in preparing reports for executive review.

ACHIEVEMENTS

- Improved project scheduling accuracy by 20% through enhanced communication and planning.
- Successfully contributed to the completion of projects valued at over \$10 million.
- Recognized for outstanding teamwork and collaboration on multiple projects.