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## Master Scheduler Resume

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### Job Objective

Acquire the position of Master Scheduler in a growth oriented organization.

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### Highlights of Qualifications:

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- Admirable experience in managing software development life cycle
  - Sound knowledge of developing and maintain master schedule
  - Profound knowledge of various computer applications
  - Exceptional ability to develop reports and manuals
  - Outstanding ability to develop various formulas and macros
  - Ability to coordinated with managers and engineering staff
  - Ability to develop intermediate schedules
  - Ability to use various analysis tools
  - Ability to write reports and procedure manuals
  - Ability to effectively present information
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### Professional Experience:

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Master Scheduler  
Compressor Controls Corporation, Evansville, WI  
August 2007 – Present

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### Responsibilities:

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- Coordinated with control staff to track project schedule at regular intervals.
- Supervised training of project schedulers as per requirements.
- Assisted internal and external team members to work within timeframe.
- Developed and maintained high quality plans to ensure successful schedule.
- Designed complex programs and ensure compliance to project control systems.
- Developed various baseline resource assignments and evaluate contract budget.
- Performed regular analysis on resource and health metrics and identify issues.
- Maintained knowledge of all project schedule and maintain track of material requirements.

Master Scheduler  
Menasha Corporation & Companies, Evansville, WI  
May 2004 – July 2007

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### Responsibilities:

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- Maintained knowledge for plant production schedule.
  - Administered manufacturing schedule and associate secondary orders.
  - Coordinated with manufacturing personnel to ensure smooth functioning of schedule.
  - Analyzed and ensure completion of all customer request to achieve targets.
  - Monitored and resolved all customer issues for demand and supply issues.
  - Provided support to all inventory management processes.
  - Developed schedule to maximize efficiency of plant.
  - Implemented quality policies and recommended continuous improvement processes.
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### Education:

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Bachelor's Degree in Business  
San Antonio College, San Antonio, TX

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