

---

## MS Project Scheduler Resume

---

### Job Objective

MS Project Scheduler with a high degree of aptitude seeking employment with a well established organization.

---

### Highlights of Qualifications:

---

- Exceptional experience in scheduling project with help of Microsoft Project
  - Remarkable knowledge of project reports and metrics
  - Outstanding knowledge of graphic equipment
  - Sound ability to obtain clearance for projects
  - Immense ability to coordinate with team members
  - Ability to work without supervision
  - Ability to provide optimal customer services
  - Proficient with MS Project mastery tools and MS Office Suite
- 

### Professional Experience:

---

MS Project Scheduler  
DELTA Resources, Inc, Detroit, MI  
August 2007 – Present

---

### Responsibilities:

---

- Developed and maintained project schedules.
- Coordinated with clients and prepared policies to be integrated in Master Schedule.
- Performed troubleshoot on all scheduling issues efficiently.
- Evaluated project schedule for associate resources and identified risks.
- Collaborated with schedulers and design scheduling policies.
- Assisted program managers to plan program schedules.
- Participated in developing program schedule on weekly basis.
- Monitored project lifecycle and events and identified milestones.

MS Project Scheduler  
The Monocacy Group Inc, Detroit, MI  
May 2004 – July 2007

---

### Responsibilities:

---

- Gathered information for all technical and operational activities for reports.
  - Provided support to all automated processes and its maintenance.
  - Evaluated feasibility of technical processes in system and perform tests.
  - Designed reports and analyzed executive metrics and graphics.
  - Developed data sources in coordination with clients and customers.
  - Organized data and assisted to prepared summarize for all findings.
  - Developed and maintained information on Master Program Schedule.
  - Maintained optimal level of customer services for all projects.
- 

### Education:

---

Bachelor's Degree in Information Technology  
Jacksonville State University, Jacksonville, AL

[Build your Resume Now](#)