PROJECT PLANNER CV

Project Planner is a broad-spectrum position. Project Planners can work for IT companies, construction firms, advertising companies, or financial institutions. Our sample below is for the Project Planner in working in the IT companies. In writing your Project Planner resume, allocate a portion of about 75-100 words in the Personal Statement section of your CV. Use this section in summarizing your skills such as P3e, P5 and P6. You can also say something on what you can offer to the company. Meanwhile, discuss extensively your competencies and knowledge in the skills section. On the other hand, in the Work History section, include the tasks you have performed during your employment with the company.

Isaiah Logan

P.O. Box 805, 9627 Montes, Street, Appleby, Westmorland, Y3 2TE

Tel: – 01966 527953 [email]

Date of Birth: – 10/08/91 Nationality: – British

PERSONAL STATEMENT:

I am a dedicated, industrious, self-starter and resourceful worker. As a Project Planner, I believe that these are the key qualities I need so I can execute my duties fairly. I have acquired sufficient knowledge in technical planning, design procurement, and other related software planning. Having been a Project Planner for two years, I have achieved several accomplishments, i.e. development of web infrastructures, zeroing of backlog projects, and generation of new clients, to name a few. I have participated in international workshops and seminars that exposed me to the different and effective use of index filing system, SAP files, Gantt and charts. Throughout my employment, I have handled complex problems and solved the same with great development and advancement. Armed with these expertises, I am confident that I will be an indispensable asset to the company.

PROFESSIONAL ACCOMPLISHMENTS:

- Good knowledge of project planning and execution
- Working knowledge of computer planning software
- Deep knowledge of Project Lifecycle process
- Familiarity with Primavera systems
- Ability to identify and mitigate project risks
- Ability to assist in project design, development and commissioning activities

EMPLOYMENT HISTORY:

Project Planner Aker Solutions – Perthshire January 2013 – Present

- Coordinated with Manager in developing project plans and schedules.
- Identified any project deviations and constrains and reported to Manager.
- Monitored project progress and addressed any delays promptly.
- Updated project status reports and conducted regular project meetings.
- Ensured project documentations were prepared in accordance with company standards.
- Reviewed change requests and internal service orders.

Project Planner FMC Technologies – Herefordshire July 2012 – January 2013

- Assisted Manager in developing project estimates.
- Worked with Manager in developing project controls, requirements, schedules and resources.
- Performed version controlling of project plans.
- Participated in implementing business reporting requirements.
- Prepared reports for project status, milestones and deliverables.
- Addressed project issues and client queries in a timely manner.

EDUCATIONAL BACKGROUND:

BBA (Hons) in Business Administration
Aberystwyth University of Wales – Aberystwyth
September 2009 – June 2012
A-levels: Business Studies, Economics, Mathematics, English Language
Aberdare College – Aberdare
October 2007 – June 2009
GCSEs: 8 including Maths, Business Studies, Physics, Sociology
Acland Burghley School – Tufnell Park
September 2002 – June 2007

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