

---

## Project Scheduler Resume

---

### Job Objective

---

Seeking employment as Project Scheduler.

---

### Highlights of Qualifications:

---

- Admirable experience in preparing schedule for large scale projects
  - Sound knowledge of contract types and negotiation
  - Profound knowledge of construction techniques and building materials
  - Exceptional ability to administer problem prevention strategy
  - Remarkable ability to develop project schedule as per job requirement
  - Ability to cater to large number of audiences
  - Ability to design complex construction schedule
  - Proficient with Microsoft Project Scheduling software, Primavera P6, Microsoft Project, MS Office applications
  - Familiarity with Master/Sub Schedules, Prime Contract and contract types
- 

### Professional Experience:

---

Project Scheduler  
The Louis Berger Group, Inc, Dorrs Corner, MD  
August 2007 – Present

---

### Responsibilities:

---

- Developed and maintained template for schedules for all major projects.
- Assisted in scheduling for all pre construction projects as per marketing requirements.
- Coordinated with project teams to develop schedule for baseline.
- Designed and submitted schedules for updates.
- Provided support to project team and evaluated all weekly bases.
- Analyzed scheduling requirements to ensure completion within timeline.
- Reviewed planning requirements for crew members as per productivity rates.
- Implemented projects according schedule in assistance with project close out team.

Project Scheduler  
Camber Corporation, Dorrs Corner, MD  
May 2004 – July 2007

---

### Responsibilities:

---

- Designed and implemented all project work plans as per requirement.
  - Evaluated individual work load and identified requirement of resources.
  - Administered everyday operations to achieve all project objectives.
  - Managed and reviewed project deliverables before sending to client.
  - Monitored schedule and ensured compliance to all quality assurance processes.
  - Maintained projects and analyzed risk to minimize issues.
  - Prepared reports for all work hours on project.
  - Analyzed project schedule and recommended improvements to all internal processes.
- 

### Education:

---

Bachelor's Degree in Engineering  
Grand Canyon University, Phoenix, AZ

[Build your Resume Now](#)