
Construction Scheduler Resume

Job Objective

Seeking Construction Scheduler position in order to use skills, experience and training to further grow and develop the company.

Highlights of Qualifications:

- Admirable experience in scheduling activities for construction for all high rise projects
 - Sound knowledge of billing and collection process
 - Profound knowledge of estimate databases and databases sources
 - Exceptional ability to interpret construction blueprints
 - Remarkable ability to provide additions to construction plans
 - Ability to communicate with all clients
 - Ability to maintain potential base for customers
 - Ability to manage multiple tasks
 - Ability to draw additions to construction plans
 - Proficient with Microsoft Office applications, Primavera, CostWorks and Timberline
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Professional Experience:

Construction Scheduler
NTVI Federal, Inc, Franklin, TN
August 2007 – Present

Responsibilities:

- Developed site plans and submitted all final drawings for permits.
- Analyzed files and perform regular follow up for permits for construction.
- Scheduled new construction projects for underground tank sets.
- Installed interior and exterior piping for service center.
- Scheduled work for all sub contractors for various projects.
- Coordinated with service technicians on various job sites.
- Monitored requirement and place order for appliances and underground tanks.
- Maintained knowledge of customer requests and ensure completion within timeframe.

Construction Scheduler
Keville Enterprises Inc., Franklin, TN
May 2004 – July 2007

Responsibilities:

- Developed schedule for projects and ensure compliance to it.
 - Analyzed any changes in schedule and identified variance if any.
 - Evaluated designs of construction and prepared schedule for construction.
 - Planned cost loaded schedules and recommended improvements to projects.
 - Coordinated with staff members and prepare all documents required for obtaining permits.
 - Maintained knowledge of scheduled construction projects and ensure efficiently.
 - Managed regular calculation of work performed and schedule.
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Education:

Bachelor's Degree in Civil Engineering
Henderson State University, Arkadelphia, AR

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