
Maintenance Scheduler Resume

Job Objective

Seeking a position as Maintenance Scheduler in a company where my strong knowledge of scheduling and work ethics will help me grow.

Highlights of Qualifications:

- Admirable experience in maintaining mining equipments and rolling stock sheets
 - Sound knowledge of mechanical trades and electrical work
 - Profound knowledge of critical path scheduling method
 - Exceptional ability to coordinate with team and vendors
 - Remarkable ability to interpret process drawings and blueprints
 - Ability to coordinate for material status
 - Ability to monitor various building materials
 - Proficient with Microsoft Office programs and applications
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Professional Experience:

Maintenance Scheduler
NewMarket Corporation, Seneca, SC
August 2007 – Present

Responsibilities:

- Provided technical support to other departments for mining activities.
- Developed complete job packets with estimates for costs and timeframe.
- Provided assistance to supervisor to manage all changes in orders.
- Coordinated with accounting team and perform closing assembly at month end.
- Administered projects and ensured compliance to all project timelines and quality.
- Performed regular inspection of equipment and performed preventative maintenance.
- Scheduled maintenance of all equipments and perform repair if required.
- Evaluated work orders and automate scheduling processes.

Maintenance Scheduler
Exelon Corporation, Seneca, SC
May 2004 – July 2007

Responsibilities:

- Coordinated with operation team and generated schedule for maintenance.
 - Scheduled maintenance activity for various equipments.
 - Coordinated with contractors and prepared schedule for projects.
 - Managed system data and ensured accuracy for all processes.
 - Coordinated with contractors for work orders for all maintenance schedule.
 - Participated in weekly evaluation meetings and identified root cause to resolve issues.
 - Provided support to all maintenance scheduling for long term basis.
 - Developed long term draft and identified appropriate resources.
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Education:

Bachelor's Degree in Construction Management
Harvey Mudd College, Claremont, CA

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