

Senior Scheduler Cover Letter

62418 O'Connell HillLake Ulrikemouth, CO 20790

Dear Finley Heathcote,

I submit this application to express my sincere interest in the senior scheduler position.

Previously, I was responsible for support to Project Managers (PMs) during development and implementation of Primavera reporting and user tools; • Advises and assists the Division Manager in the use of Primavera for program management; • Maintains the schedule, optimizes change outcomes, and advises the Project Manager of schedule performance status; • Leads the effort in the integration of Primavera into the business unit's processes; • Develops policies, procedures and best practice in using Primavera uniformly; • Promotes versatility and practicality of using Primavera, placing emphasis on conformance to uniform schedule controls and document controls; • Works closely with Project Managers and Section Managers to develop and maintain cost and resource loaded project schedules for design projects; • Analyzes project schedule performance trends.

Please consider my qualifications and experience:

- Extensive experience in time extension claim evaluation and preparation
- Proficient in the creation of resource loaded schedules in Primavera P6 Professional and Ms Project
- Able to work independently in the development of high-level and detailed schedules
- Able to read and interpret drawings for the development of schedules
- Knowledge of time impact analysis methods and techniques
- Expert user of Primavera P6 software
- Certification with AACE, PMI or CMAA is preferred
- Facilitate and drive collaboration with Marketing, Sales Operations, Finance, Engineering, and Service Operations team members to develop forecast data

Thank you for your time and consideration.

