

Kirsty Mcgargill

Project Scheduler

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☎ (896) 516-6665

📍 123 Elm Street, Oklahoma
City, OK 73102

Education

**Bachelor of Science in Project
Management at Oklahoma
State University, Stillwater,
OK**

Aug 2018 - May 2022

Relevant Coursework: Project
Planning and Scheduling,
Risk Management, Cost and
Budget Management, Quality
Assurance, Team Development,
Contract Negotiation,
Agile Project Management,
Scope Management,
Procurement Management, and
Communications Management.

Links

[linkedin.com/in/kirstymcgargill](https://www.linkedin.com/in/kirstymcgargill)

Skills

Primavera P6

Microsoft Project

Gantt Charting

Critical Path Analysis

Resource Allocation

Risk Assessment

Earned Value Management

Languages

English

Spanish

Profile

Project Scheduler with 1 year of experience in effectively managing project timelines and resources to ensure successful completion of complex projects. Proficient in utilizing project scheduling software, developing detailed work breakdown structures, and monitoring project progress. Adept at identifying potential scheduling issues and implementing corrective actions to maintain project objectives. Demonstrates strong analytical, communication, and problem-solving skills, contributing to seamless project execution and stakeholder satisfaction.

Employment History

Project Scheduler at Flintco, OK

Mar 2023 - Present

- Successfully managed the scheduling of a \$50 million construction project, ensuring timely completion within a 24-month timeframe and resulting in a 10% increase in profitability for Flintco.
- Streamlined project scheduling processes by implementing advanced scheduling software, leading to a 30% reduction in time spent on scheduling tasks and a 15% improvement in overall project efficiency.
- Coordinated with cross-functional teams on a complex, multi-phase renovation project valued at \$75 million, achieving on-time completion and a 12% cost savings for the company.
- Developed and maintained comprehensive project schedules for over 20 simultaneous projects, totaling over \$200 million in value, contributing to a record year for Flintco in terms of revenue and successful project completions.

Associate Project Scheduler at Duit Construction, OK

Jul 2022 - Feb 2023

- Successfully developed and maintained a comprehensive project schedule for a \$5 million highway construction project, resulting in a 10% reduction in completion time and saving the company \$500,000 in labor and equipment costs.
- Streamlined communication between project managers, engineers, and subcontractors by implementing a centralized scheduling platform, leading to a 20% increase in overall team efficiency and reducing scheduling conflicts by 50%.
- Identified and resolved potential scheduling bottlenecks in a critical \$8 million bridge renovation project, enabling the project to be completed 3 months ahead of schedule and securing an additional \$1 million in early completion incentives from the client.

Certificates

Project Management Professional (PMP)

Apr 2022

Planning and Scheduling Professional (PSP)