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| Jane Smith | | |
| Summary  Experienced Scheduler with over 5 years of expertise in optimizing schedules and improving operational efficiency. Adept at using scheduling software and tools to manage resources and timelines effectively.  Work Experience  **Scheduler Mar 2021 – Present**  Def Tech Solutions Chicago, IL   * Implemented a new scheduling system that increased team productivity by 25%. * Collaborated with project managers to prioritize tasks and allocate resources effectively.   **Assistant Scheduler Jan 2018 – Feb 2021**  Global Services Inc. Chicago, IL   * Coordinated scheduling for over 50 personnel, ensuring optimal coverage for projects. * Reduced scheduling conflicts by 30% through proactive communication with team members.   Education Bachelor of Science: Management Jan 2017 *DePaul University**Chicago, IL*  certifications   * Project Management Professional (PMP) – PMI – 2020 | Contact  (987) 654-3210  janesmith@example.com  Chicago, IL 60614  Skills  Scheduling Software  Project Management  Resource Allocation  Data Analysis  Effective Communication  Time Optimization  Conflict Resolution  Team Collaboration |