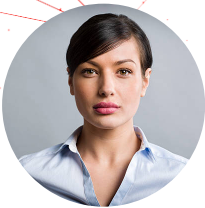


OLIVIA SMITH

Maintenance Planner

support@qwikresume.com (123) 456 7899 Los Angeles
www.qwikresume.com



PROFESSIONAL SUMMARY

Dedicated Maintenance Planner with 5 years of experience in optimizing maintenance processes and enhancing operational efficiency. Proven track record in developing job plans, scheduling, and coordinating maintenance activities to improve plant reliability. Eager to leverage expertise in a challenging environment to drive productivity and safety enhancements.

WORK EXPERIENCE

Maintenance Planner

Pineapple Enterprises

Jan / 2022-Ongoing

Santa Monica, CA

1. Provide leadership to maintenance personnel, ensuring compliance with safety and environmental standards.

2. Develop and implement comprehensive maintenance job plans and schedules.

3. Focus maintenance efforts on quality repairs to enhance plant reliability.

4. Plan, schedule, and coordinate maintenance work using standardized processes.

5. Integrate reliability strategies into daily maintenance operations.

6. Collaborate with peers to optimize site-wide maintenance initiatives.

7. Identify and implement process improvements to boost maintenance productivity.

Maintenance Planner

Lakeside Apparel Co

Jan / 2020-Jan / 2022

Chicago, IL

1. Maximize operational efficiency by assigning maintenance tasks based on crew capabilities.

2. Utilize CMMS to generate and complete work orders and preventive maintenance tasks.

3. Maintain detailed records of work order completion times and parts used for analysis.

4. Plan work orders and preventive maintenance three days in advance, ensuring parts availability.

5. Prioritize work orders based on urgency and operational impact.

6. Developed and implemented maintenance schedules, reducing downtime by 25% over one year.

EDUCATION

Bachelor of Science in Mechanical Engineering

University of Michigan

Jan / 2018-Jan / 2020

Seattle, WA

Focused on mechanical systems, maintenance engineering, and reliability.

SKILLS



ACHIEVEMENTS

- Reduced maintenance downtime by 15% through effective planning and scheduling.
- Implemented a preventive maintenance program that increased equipment reliability by 20%.
- Successfully reduced maintenance downtime by 25% through the implementation of a proactive maintenance scheduling system.