

OLIVIA SMITH

Management Material Scheduler

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PROFESSIONAL SUMMARY

Accomplished Management Material Scheduler with over a decade of experience in optimizing supply chain operations and enhancing inventory management. Expert in coordinating material flow, forecasting demand, and implementing efficient procurement strategies to ensure timely project delivery. Dedicated to driving operational excellence and fostering collaboration across teams to meet organizational goals.

WORK EXPERIENCE

Management Material Scheduler

Quantum Solutions LLC

📅 Apr / 2019-Ongoing

📍 Phoenix, AZ

1. Reviewed and analyzed MRP reports to assess material requirements and production schedules.
2. Collaborated daily with manufacturing teams to align production plans with material availability.
3. Facilitated weekly meetings with Engineering, NPI, and Procurement to synchronize project timelines.
4. Conducted audits of BOMs for accuracy and compliance with production specifications.
5. Managed daily scheduling of plant operations based on customer releases through MRP.
6. Coordinated the scheduling of incoming raw materials to support production demands.
7. Enhanced supplier shipping performance metrics through effective communication and relationship management.

Material Scheduler

Lakeside Apparel Co

📅 Apr / 2015-Apr / 2019

📍 Chicago, IL

1. Interfaced with a diverse range of stakeholders including engineers, customers, suppliers, and logistics providers.
2. Synchronized material movement processes and initiated continuous improvement projects to optimize storage space.
3. Communicated effectively with internal and external customers to ensure timely material delivery for production.
4. Participated in fundraising initiatives for community organizations, fostering team engagement.
5. Achieved significant savings through strategic negotiations with suppliers, totaling over \$120,000 in two years.
6. Developed strong relationships with plant personnel to enhance communication and operational efficiency.

EDUCATION

Bachelor of Science in Supply Chain Management

University of Michigan

📅 Apr / 2012-Apr / 2015

📍 Toronto, ON

Focused on supply chain optimization, logistics management, and inventory control.

SKILLS

Proficient In Microsoft Excel,
Word, Access

Mrp/erp Systems

Supply Chain Software

Material Scheduling

ACHIEVEMENTS

- ★ Achieved a 20% reduction in excess inventory by optimizing scheduling processes and supplier coordination.
- ★ Streamlined material flow processes, resulting in a 30% improvement in on-time delivery rates.
- ★ Implemented a new MRP system that increased forecasting accuracy by 25%.