

Robert Smith

Operations Specialist

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SUMMARY

4+ years of experience as an Operations Specialist. I want a highly rewarding career where I can use my skills and knowledge to help the company and my coworkers be successful.

SKILLS

Microsoft Office Suite(experience With Pivot Tables, And Statistical Analysis), Experience In SAP/ERP Systems, Strong Quantitative, and Analytical, Detail Oriented, Excellent Communication, Customer Service, and Organized.

WORK EXPERIENCE

Operations Specialist

ABC Corporation - May 2016 - Present

- Designing, developing and implementing new operational procedures to increase productivity.
- Coordinating implementation of project plans to ensure overall goals are met and sustained long term.
- Putting into place KPIs(key performance indicators) throughout the plant to measure performance and productivity to make sure both long term and short term goals are being met on a daily basis.
- Analyzing statistical data on a daily basis to determine historical trends in sales, production, as well as inventory levels to better forecast scheduling needs.
- Monitoring the production schedule to ensure capacity was being utilized fully and effectively to maximize output and to limit overtime.
- Acting as a project lead at several other facilities within the company to review and implement new lean processes to increase productivity and output.
- Working closely with the CEO and COO on a daily basis reporting performance data, operational issues, and scheduling issues.

Logistics Intern

ABC Corporation - June 2015 - May 2016

- Monitor launch readiness in regards to sap setup/packaging planning status and open issue lists.
- Support cost savings activities/continuous improvement projects in regards to supplying chain management as assigned.
- Created a new material planning spreadsheet to pull material from off-site warehouse in order to reduce production failures.
- Managed several different vendors for the plant, and worked largely on material planning.
- This included working with our newly created foreign trade zone, and our shipping department to coordinate expedited shipments to the plant.
- Improved facility product flow between departments and branches.
- Streamlined operations to promote the companys financial gain.

EDUCATION

BS in International Business - (College Of Charleston - Charleston, SC)High School Diploma in Engineering/Business - (Chapin High School - Chapin, SC)Bachelor's in Microcomputer Applications - (Zane State College - Zanesville, OH)