

Robert Smith

Lead Planner Scheduler

PERSONAL STATEMENT

Materials management and procurement as related to business operations and control. Inventory Control as it relates to internal and external customer requirements. Production management for increased production throughput and cost savings strategies.

WORK EXPERIENCE

Lead Planner Scheduler

ABC Corporation - November 2011 - October 2015

Responsibilities:

- Utilized SAP software to plan, implement, and manage materials and schedules for production of climate machines, finished goods accessories and customer spare parts.
- Purchased materials ranging from hardware, customer fabricated assemblies to electronics.
- Organized and reported monthly inventory cycle counts.
- Processed engineering change notices to ensure material designs and standards match engineering specifications and customer expectations.
- Collaborated with design engineering and production to introduce two (new to the market) heat machines.
- Worked with customer service and sales to establish delivery time frames.
- Assessed and effectively processed Maintenance Work Request.

Planner Scheduler

Delta Corporation - 2008 - 2011

Responsibilities:

- Performed a variety of planning and scheduling, cost engineering and administrative functions including data collection and input, critical path network development, critical path analysis, and work breakdown structure.
- Exceeded company objectives through resource loading, man-hour and physical quantity tracking.
- Successfully executed administrative functions which included expediting, training others and formal presentation/reporting to the customer.
- Partnered successfully with project managers, engineering, and procurement to produce accurate schedules.
- Achieved 97% on-time delivery by effectively using Primavera P6 and through proactive communication with team members.
- Monitored progress and updated all schedules on a weekly basis with percent complete to satisfy contract release dates.
- This is Dummy Description data, Replace with job description relevant to your current role.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
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SKILLS

Management,
Planning /Scheduling.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

BSBA in Industrial Management - (Michigan Technological University
- Houghton, MI)