



# BENJAMIN LEE

## Junior Planning Coordinator

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles 🌐 www.qwikresume.com

### PROFESSIONAL SUMMARY

Dynamic Junior Planning Coordinator with two years of experience in optimizing production schedules and enhancing inventory management. Skilled in data analysis and collaboration across departments to streamline operations and meet customer demands. Eager to apply my organizational expertise and problem-solving abilities to contribute to effective planning strategies.

### WORK EXPERIENCE

**Junior Planning Coordinator** 📅 Mar / 2024-Ongoing  
**Quantum Solutions LLC** 📍 Phoenix, AZ

- 1. Managed daily operations of production planners and schedulers, ensuring optimal inventory levels to meet customer demand.
- 2. Collaborated with sales and customer service teams to refine customer forecasting and improve service levels.
- 3. Applied lean principles and Six Sigma methodologies to enhance efficiency and reduce waste.
- 4. Maintained strong vendor and customer relationships through effective communication and customer service support.
- 5. Conducted regular inventory audits to ensure accuracy and compliance with company standards.
- 6. Utilized AutoCAD for facility layout improvements, optimizing workflow and space usage.
- 7. Supported the launch of new products by coordinating program management efforts across teams.

**Planning Coordinator** 📅 Mar / 2023-Mar / 2024  
**Lakeside Apparel Co** 📍 Chicago, IL

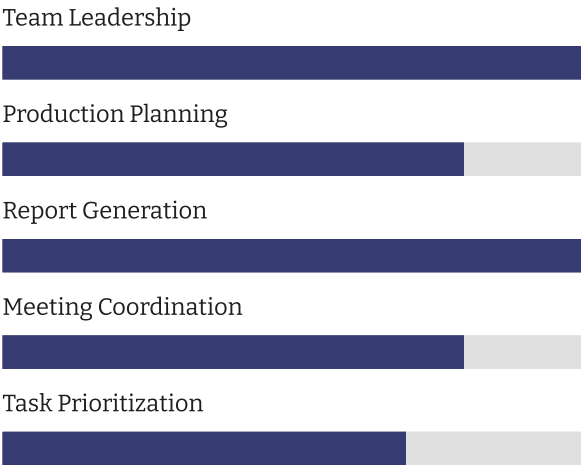
- 1. Achieved production objectives by adjusting service level priorities and enhancing communication with operations managers.
- 2. Generated detailed reports on productivity trends and performance metrics on a regular basis.
- 3. Analyzed operational data to optimize product flow and allocate resources effectively.
- 4. Enhanced customer experiences by improving processes for store associates and consumers.

### EDUCATION

**Bachelor of Science in Business Administration** 📅 Mar / 2022 - Mar / 2023  
**University of Southern California** 📍 Phoenix, AZ

Focused on operations management and supply chain principles.

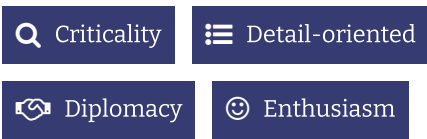
### SKILLS



### INTERESTS

- 🎨 Art
- 🧘 Volunteering
- 🌲 Hiking
- 🧘 Yoga

### STRENGTHS



### LANGUAGES



### ACHIEVEMENTS

- ★ Improved inventory accuracy by 15% through regular audits and process enhancements.
- ★ Streamlined production scheduling, resulting in a 20% reduction in lead time.