

# Robert Smith

## Planning Coordinator

### PERSONAL STATEMENT

A challenging position in drafting, design, or construction that requires creativity and resourcefulness. An accomplished artist with experience in CAD, watercolor, sketching, wood working a wide variety of design mediums. Work ethics are an exemplary and consistently positive attitude.

### WORK EXPERIENCE

#### **Planning Coordinator**

**ABC Corporation - June 2011 - August 2012**

##### *Responsibilities:*

- Calculated and compiled order-related statistics and prepare reports for management.
- Reviewed Bill of Material requirements and drawings regarding material for assigned projects.
- Checked inventory availability prior to creating the purchase order requisition for the materials needed to complete the project Create and maintain the parts list through the completion of the project.
- Reviewed and resolved parts shortages for projects going through production.
- Worked to maintain an accurate schedule and costs.
- Created and maintained the parts list through the completion of the project.
- Reviewed and resolved parts shortages for projects going through production.

#### **Planning Coordinator**

**Delta Corporation - 2009 - 2011**

##### *Responsibilities:*

- Responsible for managing daily schedules, ensuring customer orders are shipped in a timely manner, managing floor stock, and evaluating finished.
- Acted as lead coordinator in all manufacturing products for Frito Lay.
- Lead coordinator in manufacturing products for Frito Lay.
- Supported the Supply Chain Operations team in its daily activities and collaborated with all areas of the Supply Chain, from Raw Materials through.
- Communicated daily with vendors and mills to ensure payment related documents, production sample delivery, shipping documents, and fabric detail.
- Team and warehousing personnel to expedite fabric orders and distribution.
- Primary responsibility is purchasing production materials from approved suppliers and managing inventory.

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Finance/Accounting,  
Pricing, and Costing  
Analysis Cost Estimating,  
Contract Negotiating,  
Procurement,  
Purchasing, Cash  
Management, Budgeting,  
Financial Analysis,  
Forecasting, Account  
Receivable, Account  
Payable, Account  
Reconciliation, Billing,  
And Auditing, Treasury  
Functions.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

## Education

MBA in International Business - 1999(University of Phoenix)