

ROBERT SMITH

Planning Coordinator

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Resourceful and detail-oriented Planning Coordinator with effective multi-task abilities. Seeking to obtain a challenging position that allows the use of organizational, creative, and interpersonal skills to assist in customer support and growth of your organization.

MAY 2007 - OCTOBER 2008

PLANNING COORDINATOR - ABC CORPORATION

- Strategic plans development for the commercial area (mid and long term strategies).
- Periodical preparation and analysis of reports of sales and market share information and indicators (CRM).
- Process analysis and tools development for operations, and production.
- Supported the commercial and Planning VP in the development and implementation of work methodologies.
- Supported the elaboration of the Companys annual budget (Strategic Plan implementation) and continuous control and monitoring of performance results.
- Forecasted development and analysis.
- Development of maintenance plans for the region.

2005 - 2007

PLANNING COORDINATOR - DELTA CORPORATION

- Discretionary supervision to Support Specialists specific to Community Habilitation, Respite, Recreation, Family Member Training, and Autism.
- Working alongside Service Coordinators at ISP meetings, authoring/approving program plans and oversights, regular communication with families, .
- Monitor inventory and maintain company compliance objectives in MRP System.
- Utilize various software platforms to extract and communicate data.
- Manage and organize the transfer of raw material.
- Coordinate and request transfers.
- Administration of the daily operations monitoring system (GrafOper).

EDUCATION

Engineer in Industrial - 1998(Universidad Catolica Andres Bello - Caracas, Distrito Capital)

SKILLS

Microsoft Office, Primavera Project Planner, Autocad, SAP.