

# Robert Smith

## *Production Control Planner II*

### PERSONAL STATEMENT

Detail oriented, diligent and organized. Excels at multi-tasking, decision making and planning. Superior telephone and computer skills with proficiency in MS Word and Excel. Excellent communication and people skills.

### WORK EXPERIENCE

#### ***Production Control Planner II***

**ABC Corporation - August 2004 - January 2015**

##### *Responsibilities:*

- Organized and planned production for assembly lines to meet customer schedules and demand.
- Served as the face of the company with multiple automotive manufacturers daily.
- Worked with outside vendors to place orders for components.
- Created and maintained Excel spreadsheets to track various information.
- Read and reviewed product drawings.
- Organized team member schedules and placement.
- Achieved and exceeded production goals.

#### ***Production Control Planner***

**Delta Corporation - 2001 - 2004**

##### *Responsibilities:*

- Created and maintained production schedule across multiple projects; Maintained master production schedules; Conducted MRP review & control; Involved .
- Executed all data entry stockroom activity.
- Research and reconciled inter division accounts, work order variances and stock discrepancies.
- Read and worked off of blueprints to plan and open orders.
- Knowledgeable in numerous computer software applications and rapidly learn new programs and operating systems.
- Experienced with working under tight deadlines while paying strict attention to detail and organization.
- Practiced in utilizing and creating Excel spreadsheets and Access databases both for maintaining inventory and keeping to "order schedules.

### Education

MBA In Business Administration - (University Of Phoenix - Phoenix, AZ)

### **CONTACT DETAILS**

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### **SKILLS**

SAP ERP & MRP, SAP  
APO, MES, PTC PLM, MS  
Office, MS.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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