ROBERT SMITH

Master Production Scheduler

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SUMMARY

Manufacturing experience in the printing industry includes production scheduling, estimating, quality and supervision. Troubleshoot production problems, adjust schedules and order supplies to meet customers' required ship dates. Read blueprints and drawings, quote jobs and conduct month end inventory and daily cycle counts. Ensure quality and product availability to provide excellent customer service.

CORE COMPETENCIES

Microsoft Office, Production Scheduling, Warehouse Management.

PROFESSIONAL EXPERIENCE

Master Production Scheduler

ABC Corporation - 2011 – 2012

Key Deliverables:

- Planning and Scheduling - Planned and scheduled production of several production processes with several types of wire drawing equipment and furnace/plating areas.
- Assisted in the generation of the necessary shop floor production orders for timely completion of finished products.
- Created daily work center schedules based upon expected and finished materials from previous steps in the manufacturing process.
- Assisted customer service department in determining availability of products and possible delays in meeting the customers expected delivery schedule.
- Worked closely with the purchasing department concerning arrival dates and quantities of steel rod.
- Daily production entry into several spreadsheets to trace production and create expected standards for the manufacturing equipment.
- Assisted another scheduler with information on wire availability for creating a schedule for staple production areas.

Production Scheduler

ABC Corporation - 2000 – 2008

Key Deliverables:

- Planning and Scheduling - Planned and scheduled production in several production departments including staple and nail manufacturing, tool assembly, and wire cutting department.
- Generated the necessary shop floor production orders and schedules to assure timely completion of finished products.
- Assisted customer service department in determining availability of products and possible delays in meeting the customers expected delivery schedule.

2259 Oak Street, Old Forge, New York, 13420

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- Forecasting - Forecasted the type & quantity of finished products to be manufactured in specific time periods.
- Inventories - Routinely inventoried raw materials and supplies for production.
- Entered requisitions in computer system for the purchasing department to purchase needed supplies and raw materials.
- Collaboration with Purchasing - Worked closely with the purchasing department concerning arrival dates of parts and supplies.

EDUCATION

Bachelor of Arts in Computer Science - (Indiana University Of Pennsylvania - Indiana, PA)

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