ROBERT SMITH

Scheduling Manager III

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Looking for a position in Supply Chain, Purchasing, Contract Management, Sourcing, Customer Service, Sales or a similar field where I am challenged and I can provide the benefits of my experience in Supply Chain including procurement, purchasing, analysis, inventory evaluation, logistics, contract development and negotiation, as well as various other responsibilities as they pertain to these functions.

EXPERIENCE

Scheduling Manager III

ABC Corporation - DECEMBER 1993 – JANUARY 2005

- Supervised 6 Group Leaders in the management of shop floor production and quality printing of marketing brochures.
- Analyzed customers needs, budgeted hours, coordinated external and internal resources, and scheduled workflow ensuring on-time delivery of quality products and complete customer satisfaction.
- Determined most cost efficient production methods for each project.
- Researched new technology and resources to remain on the cutting edge.
- Reduced costs by researching, locating, and negotiating lower prices with several vendors for paper, ink, and outside buyouts.
- Designed and implemented several procedures for data collection of shop floor activities and time involved resulting in a much more accountable staff.
- Instrumental in the launching of new CRC Information Systems program.

Scheduling Manager

ABC Corporation - 1990 – 1993

- 21801 Conducted probationary and annual performance evaluations of all nursing staff.
- Planned and organized staff development and orientation programs for nursing Services.
- Monitored staffing patterns and nursing care hours for efficiency and made changes when necessary.
- Reviewed and approved time cards for processing by payroll department.
- Developed and managed budget and revenue expectations while actively seeking ways to eliminate or reduce expenses.
- Monitored overtime for 260 plus employees.
- Schedule Changes, IPIPS, Ensure Nursing HPPD is at its appropriate budgeted level..

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EDUCATION

- Associates - (Vincennes University - Vincennes, IN)

SKILLS

Purchasing, Inventory Management, Estimating Project Costs, Sales And Customer Service.