

Robert Smith

Jr. Supply Chain Coordinator

PERSONAL STATEMENT

To obtain a Position of Industrial Engineer that utilizes my analytic, problem solving and interpersonal skills.

WORK EXPERIENCE

Jr. Supply Chain Coordinator **ABC Corporation - March 2010 - June 2011**

Responsibilities:

- Developed material DOI (days of inventory) report and analyzed aging and critical parts with high inventory level, consulted with the customer to advise forecast adjustment and pull in corresponding orders to minimize excess inventory generation.
- Created forecast accuracy that increased by 12%.
- Utilized lean techniques and six sigma philosophies to reduce cycle time and improve customer satisfaction, coordinating with cross-functional teams on supply chain operations.
- Created order completion rate with cycle time in 72 hours that increased by 16% over the previous year.
- Analyzed production schedule and material shortage report, assessed supplier delivery schedule, and collaborated with Material Control and Purchasing teams to ensure availability of materials and advanced production in a timely manner.
- Assisted in assessing, and resolving issues in core customer functions; determined performance variance on supply planning, production process, quality control as well as logistics and made recommendations on a recovery plan to optimize the whole process and improve serviceability.
- Modeled and simulated an assembly process to analyze and optimize the production process.

Supply Chain Coordinator **ABC Corporation - 2006 - 2010**

Responsibilities:

- Direct or coordinate the supportive services department of a business, agency, or organization.
- Prepare and review operational reports and schedules to ensure accuracy and efficiency.
- Set goals and deadlines for the department.
- Acquire, distribute and store supplies.
- Analyze internal processes and recommend and implement procedural or policy changes to improve operations, such as supply changes or the disposal of records.
- Record shipment data, such as weight, charges, space availability, damages, or discrepancies for reporting, accounting, or recordkeeping purposes.
- Issue shipping instructions and provide routing information to ensure

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

SAP, ERP, Excel.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

that delivery times and locations are coordinated..

Education

Master of Industrial and System Engineering in Probability and Statistics - August 2011(University of Florida - Gainesville, FL)