**Jessie O’Brien**

202 Oak Ridge Lane

Indianapolis, Indiana 47804

(888) 555-1234



**Scheduler Production**  
  
Seeking a position as production scheduler, where I can use my training and experience in all areas of manufacturing in order to become an asset to your company.

**Summary of Qualifications**

|  |  |  |
| --- | --- | --- |
|        Production Scheduling |        Review Presets |        Update Sales |
|        Commercial |        Parts Locations |        Expedite Orders |
|        New order |        Check Inventory |        QA Trial Orders |
|        Quick lineups |        Computer Issues |        Material Specs |
|        Review materials |        Clean and neat work habits | |

**Professional Experience**

**XYZ Manufacturing, Indianapolis, IN.** 2006 - Present  
  
**Scheduler-Production**

* Created weekly production schedules.
* Amend schedules to accommodate sales or customers.
* Monitor finished goods inventory.
* Schedule finished goods to off location warehouses.
* SKU forecast from bulk product

**ABC Inc. Indianapolis, IN.** 2003 - 2006  
  
**Scheduler-Production**

* Enter all inventories for upcoming orders into AS400 system.
* Held on to my inventory variance of .1% on inventory valued at over $4 million.
* Worked on team to create new software for order tracking through the plant.
* Sales contact on a daily basis to accommodate customers due date.

**Education and Professional Training**

**Military**  
  
United States Marine Corps, Honorable Discharge 2002

2003 Fork truck training and exam certificate.  
  
High School Diploma (1998)