**James Rodriguez**

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**Professional Summary**

Exceptionally detail-oriented and adaptable Production Scheduler with an excellent work ethic and customer satisfaction record. Skilled at managing multiple production schedules across a wide variety of large and small businesses. Able to function effectively as an independent worker or as part of a project management team.

**Core Qualifications**

* Significant experience in inventory strategies and production scheduling
* Superior grasp of ERP system and production database maintenance
* Excellent skills in diagram and instruction interpretation
* Strong proficiency with MS Office and manufacturing systems
* Outstanding adaptability to new ideas and approaches
* Exceptional inventory strategy development skills
* High multitasking and prioritization abilities

**Experience**

June 2010 to Present: Manhattan Construction Company – Production Scheduler – Manhattan, NY

* Ensured all work orders submitted per specified schedule.
* Avoided material shortages through research and planning.
* Avoided production delays in coordination with materials planners.
* Optimized utilization of labor and materials to forecast long-term production schedules.
* Performed weekly requirement evaluations in coordination with material operations and planning teams.
* Maintained and updated short- and long-term process records.
* Ensured schedule regulation compliance with performance indicators.

June 2006 to May 2010 Cupertino Electric - Production Scheduler – Cupertino, CA

* Monitored and altered production schedule to avoid delays as needed.
* Formulated individual department schedule workflow analysis on a regular basis.
* Designed workload balancing strategies.
* Provided ERP system expert assistance as needed.

**Education**

National University of Columbia – Bogota, Columbia 2006

Bachelor's Degree in Business Administration