LIN JIN

***Planning and Scheduling Manager***

1 Changde Road, Shanghai, China

**Professional Summary**

Exceptionally detail-oriented and adaptable Planning and Scheduling Manager 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**

2005 to 2009 ABC Industries, Shanghai, Production Scheduling Manager

* 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.
* Ensured schedule regulation compliance with performance indicators.

2002 to 2009 Kwan Industries, Shanghai, Production Scheduler

* 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.
* Maintained shop work order records on a daily basis.
* Maintained high productivity levels in workflow monitoring.

**Education**

1991, Nanjing University, Bachelors Degree in Business Administration