**Karen Graves**

8891 Main Street, Apt 14

Wayne, Indiana 99812

(871) 982-1234

**Planning Manager**   
 *Seeking a position as Planning Manager, where I can use my training and experience in all areas of planning in order to become an asset to your company.*

**Summary of Qualifications**

|  |  |  |
| --- | --- | --- |
|        Six Sigma |        Goal Setting |        Order Management |
|        High Quality Work |        Process Improvement |        Planning Reporting |
|       Team Building |        Result Focussed |        Product Development |

**Professional Experience**

**XYZ Manufacturing, Indianapolis, IN.** 2012 - Present  
  
**Planning Manager- Production**

* Managed a team of 5 Schedulers
* Drafted master schedule aligned to business forecasts and detailed lead times, lot sizes & safety stocks.
* Comprehensively assessed demand parameters to locate & resolve supply flow restrictions and refined operations to maximize product availability.
* Developed considered recommendations for improving manufacturing capacity.
* Managed administrative projects in collaboration with customer service, planning, finance and corporate personnel.
* Instituted Lean Manufacturing methodologies such as Six Sigma, Rate-Based Planning and Kanban.
* Successfully cut obsolete product by $100,000 per year, eliminated over $400,000 in scrap and slashed Aged Inventory by 20% and OTC of 99%.

**ABC Inc. Indianapolis, IN.** 2003 - 2012  
  
**Logistics Planning Manager**

* Supervised, designed, and coordinated numerous projects through planning and frequent communication. Trained and initiated the staff to support Supply Chain, improved customer service, and increased efficiencies towards cost to serve. Created an annual savings of $4.5 million (average of 6%) to re-distribute in the $75 million expenditure for new opportunities.
* Collaborated with logistics, sales, and manufacturing to integrate successfully in order to reduce an average of 10% cost from annual overhead expenditures.
* Selected by stakeholders to coordinate 3 different management teams to plan, validate, and implement Supply Chain processes in Indianapolis to reduce 4 regions down to 3.
* Performed what-if scenarios and presented recommendations to supply executive leadership team with transportation financial impact of each facility's overhead cost.
* Set up standardized operating procedures for Production Planning to cost-effectively utilize 3rd party copackers.

**Education and Professional Training**

**Military**  
  
Bachelors in economics University of Indianapolis 2002