STEPHANIE JANES

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## SUMMARY OF QUALIFICATIONS

* 19 years’ experience within Operations and Manufacturing; variety of commercial and government programs.
* Experienced supervisor of electronics production hardware; emphasis towards on-time deliverables with zero defects.
* Knowledge of Lean Manufacturing; Continuous Improvement; 5S practices; JIT management; Configuration Control; Quality Assurance; records retention and employee confidentiality; company policies and procedures; FAR & ITAR regulations. Experience working in an AS9100 environment.

## PROFESSIONAL EXPERIENCE

**Korry Electronics (formerly Esterline), Everett Washington**

Senior Production Planner January 2018 – May 2020

* Experienced NPI, Repair Station, and Production Line Planner.
* Responsible for developing and maintaining production schedules by reviewing MRP planned orders on a daily basis for production release. Expedite materials and parts as needed for various programs.
* Analyze workflow; plan and schedule customer orders based on materials availability, machine capacity and constraints for production. Manage Excel spreadsheets created to assist with tracking job order progress using V-lookups from data pulled from MRP system.
* Verified material availability versus shortages. Track required parts to ensure on-time start of production orders.
* Develop short-term and long-term production forecast for multiple product lines; update weekly to ensure tracking to projected revenue based on MRP backlog; unplanned work and rework orders.
* Work closely with the Materials Supervisor, Engineering Project Leads, Build Managers, Procurement, Sales and Senior Management to manage schedules.
* Directly assist program managers in meeting established schedules. Provide solutions to problems involving unusual complexity.
* Prepares and coordinates repair instructions for returned products or discrepant parts in MRB.

**Collins Aerospace (Contract via AIC Consulting Group) Everett, Washington**

Production Planner/Scheduler April 2017 – January 2018

* Review and analyzed daily production plan against target volume, resources, and delivery dates.
* Maintain Labor Forecast with input from local leadership.
* Distribute daily output to internal and external customers.
* Manage badge requests for Boeing access to the flight line. Coordinate visiting team member arrivals and required safety training with Boeing point of contact. Distribute visitor information.
* Look up and retrieve released documents and drawings utilizing Team Center, verify rev control or active ECNs.
* Maintain technician roster. Update and distribute aircraft assignment sheets.
* Prepare reports/presentations. Prepare biweekly payroll submittals.
* Coordinate special projects with Operations, Programs, and Engineering.

**Aerojet, Redmond, Washington October 2000 – February 2016**

Manufacturing Production/Project Specialist April 2013 - February 2016

* Lead medium size programs to ensure adherence to program plans, schedules and budgets for programs
* Reviewed and directed production workflow to support OTD. Compiled daily reports to reflect program progress, inventory shortages, labor costs, and production obstacles.
* Analyzed and monitored program costs, operational budgets, personnel and test facility requirements
* Managed planning and schedules for new and existing programs in Electric Propulsion; multiple sub-system programs; utilizing lean manufacturing techniques. Participated in Six Sigma, 5S and Value Stream Mapping initiatives.
* Initiated corrective measures such as schedule revisions, personnel adjustments, funding allocations, and work requirements.
* Reviewed SOWs, customer specifications (CDRLs); manufacturing work instructions. Interfaced with customers during contract proposals to contract awards.
* Conducted daily standup meetings with production team to ensure proper allocation of work and identify capacity constraints. Conferred with area supervisors to coordinate activities of individual work centers and test equipment.
* Tracked both raw and finished hardware through assembly until final shipments to customers. Identified and communicated concerns/issues with potential scheduling impacts to program team and executive management.
* Utilized MRP software to track development and/or production program progress; procurement, inventory quantity, actual hours compared to budgeted hours per work center.
* Supported Program Manager (acting backup PM), Quality, Manufacturing and Program Engineers, operations, and the customer. Act as liaison between Operations Manager and other functional departments.

Operations Supervisor – Space Electronics July 2007- April 2013

* Provided technical and administrative supervision to the Space Electronics’ assembly and test areas; administered mid-year and yearly performance reviews, provided training opportunities, conducted time card reviews and approvals as well as PTO planning. Conducted regular safety, 5-S and equipment maintenance reviews.
* Reviewed manufacturing work orders and Test Readiness plans for quality, accuracy and manufacturability – with the focus toward safety, quality, schedule and cost, prior to release to the work centers. Reviewed program schedules for planning/forecasting utilization of employees and test equipment to ensure schedules and goals were met for successful on-time delivery to customers.
* Initiated and managed capital improvement projects with successful ROIs. Recent equipment upgrades provided an ROI in revenues over $1M.

Material Planning Controller – Tooling Operations February 2006 - July 2007

* Provide organization and support to the Tool Design Engineers for manufacturing.
* Prepared and maintained Tool Design Requests, established data-tracking spreadsheets for all tools.
* Initiated, tracked and closed manufacturing work orders thru manufacturing workflow cycle.
* Utilized MRP system, Dispatch lists, equipment utilization-rate reports, material inventory reports, etc.
* Followed company policy for government versus customer or company owned tools.
* Worked closely with calibration, engineering, quality, and material control personnel.
* Coordinated with production and engineering personnel to resolve issues, expedite tool orders, materials and supplies.
* Managed drawing revisions and updates thru configuration management.
* Processed engineering revisions and customer changes through Change Review Board.

Electronics Program Planner October 2000 – February 2006

* Managed planning and schedules for new and existing programs in Electric Propulsion & Advanced Development.
* Planned, organized, and coordinated meetings; recorded Action Items; finalized meeting minutes, reviewed-proofed-edited reports and presentations. Participated in Change Review Boards, initiated engineering change requests.
* Acting Program Manager as backup during vacations or business travel.
* Coordinated the flow of Hardware through manufacturing and assembly, utilizing Lean Manufacturing processes. Initiated corrective measures such as schedule revisions, personnel adjustments, funding allocations, and work requirements.
* Assisted with the management of labor and material costs. Tracked spending of numerous contractors and consultants.
* Monitored and maintained material shortages and parts obsolescence reports.
* Participated in proposal negotiations with customer, resolve preparation issues and assess progress against established plans and scope of work, company policy and directives, with awareness focused on FAR, ITAR, and Ethics restrictions.

## COMPUTER SKILLS

Word • Excel • PowerPoint • Outlook • Project • Oracle Based MRP System • Windows XP/2000/98/95/NT/7

## EDUCATION AND CERTIFICATION

B.S., Business Information Systems, University of Phoenix

Miscellaneous Course Work:

AIAA Professional Development – Elements of Spacecraft Propulsion

FMEA Design & Process

EMI Considerations for Engineers & Support Personnel

Performance Management

Writing Winning Proposals

Satellite & Spacecraft Rocket Engine Overview

Total Quality/Continuous Improvement

Practical Skills of Welding

Member of IPC