



EM

ELEANOR MAYNARD

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OBJECTIVE

Operations Management
Executive seeking new opportunities or assignments that leverage my background in leadership, and ERP systems management.

SKILLS

- OS: Windows, Linux
- Languages: Visual Basic, SQL, DBMS
- Scripting
Languages: HTML, JavaScript
- Tools: MS Access, MS Excel, Crystal Report, SQL server

EXPERIENCE

ERP/SYSTEMS MGR • NUMET MACHINING TECHNIQUES MARCH 2018 – PRESENT

Responsible for supporting business partners with reporting, KPIs, forecasting, planning, and analytics for daily operations for aerospace parts manufacturer.

- Developed Production Capacity Forecasting Model
- Designed, developed and implemented various financial and production planning reports, spreadsheets, and dashboards to facilitate management decisions.
- (EDI) Upload of schedules from customers via their web access to update orders and due dates.
- Client Scripting using Javascript
- Demand Planning
- Production Scheduling
- Order Management
- Inventory Management (RM, WIP, FG)
- MRP updates





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**DIRECTOR OF OPERATIONS • ECI SCREENPRINT
SEPTEMBER 2010 – FEBRUARY 2018**

- Directed, coordinated, and monitored daily business operations for membrane switch manufacturer.
- Generated ERP reports to assess production performance and make proactive adjustments.
- Participated in strategic planning, budgeting and forecasting.
- Led employee performance reviews and discussed improvement strategies with each team member.
- Directed training improvements to reduce knowledge gaps and eliminate production performance inefficiencies.
- Directed safety operations and maintained clean work environment in adherence to OSHA requirements.
- Reviewed and modified business contracts with vendors, clients, and suppliers

EDUCATION

BUSINESS MANAGEMENT, B.S. • SAINT JOSEPH COLLEGE FOR WOMEN

**HUMAN RESOURCES STUDIES CERTIFICATE • CORNELL UNIVERSITY'S
SCHOOL OF INDUSTRIAL AND LABOR RELATIONS**

FULL STACK DEVELOPMENT • UCONN 24-WEEK BOOTCAMP

