

ROBERT SMITH

Production Planner/Coordinator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Outstanding work-ethic, highly enthusiastic Production Planner, eager to master new challenges. Excellent organizational skills proven to meet deadlines and aid in the smooth distribution of materials with outside vendors. Driven to outperform budgets and increase efficiency of product manufacturing.

CORE COMPETENCIES

Microsoft Office, Microsoft Word, Microsoft Excel, Powerpoint, process pro, Sap, Syteline, Matrix, KWIC, Logistics, Warehouse, Inventory Control, Forklift Operator, Planner.

PROFESSIONAL EXPERIENCE

Production Planner/Coordinator

ABC Corporation - January 2011 – June 2011

Key Deliverables:

- Prepared schedules to establish sequence and lead-time of each manufacturing operation to meet shipping dates according to sales forecasts and customer orders.
- Planned and scheduled work center and sequence according to previously established program requirements.
- Released system documents and files for cost collecting data and controlling production.
- Coordinated and adjusted jobs as needed to meet operational changes.
- Prepared status reports for management while tracking the progress of jobs from preliminary status through completion.
- Advised schedule deficiencies to management.
- Reviewed and evaluated jobs for closure, assured all costs are complete prior to closing.

Production Planner

ABC Corporation - 2010 – 2011

Key Deliverables:

- Planned, scheduled and maintained production orders, including NPI, EOL and standard production builds.
- Worked with sales to schedule shipments and ensure on time deliveries.
- Planned production schedule and coordinated shipments and deliveries of product.
- Analyzed production capabilities and availability of parts.
- Prepared production reports.
- Sourced and purchased parts, as necessary.
- Reported to senior management and lead daily meetings with multiple departments..

EDUCATION

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- Associates in Business Administration - 2012(Cascadia Community College - Bothell, WA)