

Materials Planner Materials Planner Materials Planner Southaven, MS Extensive clerical experience with emphasis in leadership, administration, planning and management reporting Work Experience Materials Planner Smith & Nephew - Memphis, TN July 2016 to April 2019 Remotely/On site)

Coordinates and expedites the flow of work and materials to meet production schedules Ensure daily production requirements are achieved to meet the customer expectation Creates production orders and prioritize job orders for production optimization Follow-up as required with all necessary teams to expedite flow of material and documents to meet production schedule and other reports. Complete status reports for production progress, work in process, and raw material inventory. Interacts with shop floor team members on a daily basis to resolve issues regarding manufacturing efficiencies or additional information from Manufacturing, Customer service, and accounting. Solve production issues. Maintains data discrepancy log. Uphold operations by following policies and procedures. Ensure order priority to meet surgery date. Serve as customer interface for demand shipment information. Responsible for creating deliveries in SAP, and production orders for sales orders. Monitor quality of material, service, and delivery issues, and take corrective actions as needed. Contribute to department and company goals. Ensure processes are consistent with quality objectives. Visionaire Database Coordinator II Smith & Nephew - Memphis, TN December 2013 to July 2016 Primarily responsible for overall accuracy and integrity of the marketing and FDA regulated study databases, regulatory product registration database and case report files. Maintains filing system for marketing and FDA regulated studies by creating, reviewing and preparing confidential patient case records and booklets for reference and storage. Create clinical study case report forms using appropriate software. Enters data with high level of accuracy. Create new files in database when required. Processes new and current patient case documents by auditing and reviewing data for discrepancies, consistency of data and compliance with FDA requirements. Resolves discrepancies by contacting clinical study sites to address and resolve. Prepares source data for entry by completing and sorting information. Establish entry priority. Audits data for deficiencies and assign numbers for new products. Performs periodic verification to assure product registration database is updated correctly. File

Regulatory materials relating to the Product Registration information. Generates highly confidential monthly clinical project summary progress reports and patient follow-up schedule lists and letters. Maintains data discrepancy log. Assists supervisor and/or organizational unit in meeting goals and objectives. Develops objectives, priorities, and deadlines; plans and carries out assignment handling problems and deviations. Uphold operations by following policies and procedures; recommending changes to improve efficiency. Communicates routinely with clinical research personnel to assure discrepancies in the database and patient case reports. Maintain order priority to meet surgery dates. Materials Buyer/Planner Jabil Circuit - Memphis, TN November 2011 to December 2013 Serve as customer interface for demand shipment information. Report creation in SAP and excel in preparation for daily internal production meeting as well as weekly meetings with the customer. Maintain HDD levels along with buffer stock according to SAP data to ensure there is no down time due to material shortages. Accurately maintain raw and assembled components using accurate data in SAP Maintain add-ons, deletes, cost change, renames and merges on Inventory items in SAP Functions as the focal point in creating a production schedule using the best combination of Visual Manufacturing MRP system and Excel. Research and assign manufacturing times and due dates on parts as needed and document during the releasing process.

Identify and resolve supplier and internal errors that result in budget, material or schedule discrepancies according to SAP and other reports. Analyze project information and requests from engineering personnel via an engineer-change-notice and effectively communicate the requirements to purchasing and manufacturing personnel. Accurately maintain part-master database in SAP. Correctly assess whether required parts can be issues from Finished Goods Inventory, should be manufactured in-house, or sub-contracted to outside vendors. Maintain inventory items in SAP including adds, deletes, cost change, renames and merges Act as back up for master planner Planning Order Administrator Jabil Circuit - Memphis, TN September 2010 to November 2011 Responsible for creating deliveries in SAP, and travelers for sales orders. Responsible for creation and maintenance of weekly build plan for manufacturing Gather and record a log of inventory transfers from SAP as needed for planning Monitors, analyzes, and reports performance to

schedule of production activities utilizing information derived from material and production control systems. Monitor quality of material, service, and delivery issues, and take corrective actions as needed. Research order discrepancies using SAP. Coordinate teardown of returned product Coordinate with departments as needed to identify and resolve issues regarding inventory, budget and delivery. Routine clerical duties to support department activities and equipment. Data Entry Provide means to track and help manage daily manufacturing workload and inventory status. Assist production scheduler Computer Proficiencies and Skills Microsoft Excel Microsoft Word Power Point Extensive Data Entry in SAP Excellent written and verbal communication skills Type 45-50 net WPM Education None in Business Administration University of Memphis - Memphis, TN 2012 Skills PROBLEM SOLVING, DATA ENTRY, TYPING, PAYING, ARTICULATE, TRAINING, Shipping, Management, Logistics, Excel, Inventory

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