

# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

Accomplished Consultant drives organizational improvements through leveraging expertise in research and system enhancement. Well-versed in collaborating with employees and leaders to resolve control and procedural problems negatively affecting business operations. Dedicated to cost, process and resource optimization.

## SKILLS

- Flexible & Adaptable
- Interpersonal Communication
- Computer proficiency
- Critical thinking
- Cultural awareness
- Organization and Time management

## WORK HISTORY

### SAP MRP Functional Analyst , 08/2008 - 05/2019

Wells Fargo – Wilmington, DE

- Gathered, documented and modeled data to assess business trends.
- Created and optimized records management strategies to coordinate and protect information.
- Reviewed internal systems and organized training plans to address areas in need of improvement.
- Evaluated current processes to develop improvement plans.
- Evaluated diverse organizational systems to identify workflow, communication and resource utilization issues.
- Used coordination and planning skills to achieve results according to schedule.
- Prepared a variety of different written communications, reports and documents to ensure smooth operations.
- Developed and maintained courteous and effective working relationships.
- Created various Excel documents to assist with pulling metrics data and presenting information to stakeholders for concise explanations of best placement for needed resources.
- Identified and documented project constraints, assumptions, business impacts, risks and scope exclusions.
- Coordinated statistical data analysis, design and information flow.

### Engineering Analyst, 01/2004 - 01/2008

Transdevna – Orlando, FL

- Review and collection of production equipment and facilities maintenance records from current.
- Electronic IBS QSi Quality Management system.
- Review and collection of information from paper-based production equipment and facilities maintenance records.
- Verification and update of collected information on production equipment and facilities for accuracy by completing a physical inventory.
- Organization of the collected production equipment and facilities maintenance information into a specified electronic format (spreadsheet) that can be uploaded into the Inform EAM-Enterprise Asset Management system.
- Verify that equipment is being operated and maintained according to quality assurance standards by observing worker performance.
- Evaluate data and write reports to validate or indicate deviations from existing standards.
- Read worker logs, product processing sheets, or specification sheets to verify that records adhere to quality assurance specifications.
- Prepare charts, graphs, or diagrams to illustrate workflow, routing, floor layouts, material handling, or machine utilization.
- Evaluate industrial operations for compliance with permits or regulations related to the generation, storage.
- Prepared remedial action plans for problematic processes and assets.
- Coordinated sampling and analysis tasks for ongoing production efforts to verify quality of finished products.
- Participated in formal internal design reviews of proposed products and components, providing input on potential technical improvements.
- Optimized parameters of devices for ease of production, to reduce costs or improve usability.

### Maintenance Inventory Analyst, 03/2002 - 05/2004

Henkel Aerospace Corporation, Inc – City, STATE

- Coordinated and expedited the flow of work and materials within or between departments of an establishment according to production schedule.
- Reviewed and distributed production, work, and shipment schedules.
- Conferred with department supervisors to determine progress of work and completion dates.
- Collaborated with Engineering to insure that inventory is managed when there are design changes to the product.
- Processed incoming Engineering Change Notices for WIP (work in progress).
- Created and maintained accurate, organized records.
- Demonstrated proficiency with Company products, procedures, and operating systems.
- Worked with MRP system, and as needed, with sales and engineering information systems.
- Audited the inventory records and managed cycle counts to ensure the ongoing and continual inventory accuracy.
- Compiled reports on progress of work, inventory levels, costs, and production problems.
- Entered data in SAP Material Masters, Bill of Materials, Resources and Production Versions.
- Verified and ensured accuracy of data existing in master files.
- Analyzed active auditing program related to system master data to ensure accuracy.
- Monitored the efficient movement of materials with purchasing, production, inspection, receiving, and stores.
- Performed routine recordkeeping and reporting tasks such as status reports on production and material deficiencies.
- Worked on problems of moderate scope where analysis of situation or data requires a review of identifiable factors.
- Used CMMS to schedule maintenance workers, maintain schedules, see who was available, and enter inventory.
- Used analytical models and mathematical analysis to create and maintain key performance metrics.
- Studied movement of goods to identify gaps in efficiency and other areas needing improvement.
- Suggested improvements to cut costs and improve supply chain process, incorporating asset utilization, performance measurement and outsourcing approaches.

### Operations Manager, 11/1996 - 06/2003

Innosys Corporation – City, STATE

- Processed shipping documents.
- Worked closely with import and export brokers.
- Work with Design and Operations to set up inventory and order processing management systems, and provide necessary sales and inventory reports.
- Created a database that prevented unexpected shortages; achieved far higher inventory stabilization by upgrading to a database.
- Coordinated cycle counts and performing inventory adjustments.
- Created a testing facility was accepted and implemented, resulting in reduced returns and positive inventory.
- Created and sent Purchase Orders (PO); confirming PO with vendors.
- Review MRP output and release work orders to meet forecast and other demands.
- Review capacity and material availability.
- Maintain MRP systems data elements.
- Perform problem resolutions and reconciliation.
- Used MRP system to assess raw material and packaging needs based on planned production schedule (Gross Requirements Planning).

## EDUCATION

### Certificate, Compliance Management

Columbia Southern University

### AA Degree: Legal Studies

Purdue Global University

### Bachelor Degree: Business & Legal Studies

John F. Kennedy University