

MARISSA MELO

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PROFILE:

Driven Production Planner/ Management Analyst with nine years of experience. Motivated team player with strong organizational and communication skills. Proficient at coordinating and managing business operations in a high-volume atmosphere. Seeking employment in a fast-paced environment where I can leverage my skills in accounting, purchasing, project scheduling, and production planning.

EXPERIENCE:

NASA Ames Research Center
Production Planner/Supervisor

March 2013 - Present

- Manage and oversee planning and implementation of manufacturing and fabrication of flight hardware, ground support hardware and assemblies.
- Supervise ten contractors – inspect and approve timecards, complete performance reviews and relay important company information.
- Generate, track, and archive all flight and ground support traveler packages for individual projects in the NASA Machining and Instrumentation Branch.
- Communicate status of quote packages as well as provide reports for customers.
- Input and track all service requests for the Manufacturing and Fabrication Shops.
- Review: drawings, project, specifications, and provide cost estimates for manufacturing with respects to technical capabilities. Provide technical knowledge for manufacturing concerns and provide necessary changes to guarantee conformity to NASA standards.
- Plan and manage in-house and contracted fabrication and manufacturing support. While ensuring that all statements of work adhere to NASA requirements as well as facilitating the logistics for various projects.
- Schedule and maintain manufacturing resources for multi-phase projects in support of Agencies missions and critical launch dates.
- Develop, coordinate, and schedule high-level reports and briefings for upper management and planning office staff to review project status, budgets, and discuss successes and challenges.
- Oversee Manufacturing and Fabrication Shops annual budget guidelines and generate budget reports for division to review quarterly.
- Analyze business operations, processes and provide new business strategies to improve productivity and efficiency with respect to annual budget allowance.
- Direct long-range plans for developing lines of new business to build and expand partnerships through Inter-agency partnerships as well as Space Act Agreement projects.

- Work with resource analysts to manage budgets and monitor project funds to ensure sufficient resources are available.
- Review and verify timecards ensuring correct tasks are being billed while monitoring project funds.

ASRC Federal (NASA Ames Research Center)

March 2013 – December 2013

- Managed flight and ground support hardware and inventory records.
- Handled shipping and receiving records.
- Handled transportation and delivery requirements.
- Managed drawing controls and job procurements
- Performed job scheduling and cost tracking.

EDUCATION:

- B.S., Organization Management, San Jose State University; 2009-2013
- High School Diploma, Milpitas High School, 2006-2009

TRAINING/ACCREDITATIONS

- APPEAL Course and Scheduling Certification

January 2014

PROFESSIONAL MEMBERSHIPS

- State of California Bureau of Real Estate, Salesperson

July 2016

LANGUAGES

- English- Fluent Oral, Reading & Written
- Portuguese – Fluent Oral, Reading
- Spanish- Oral, Reading

AWARDS / RECOGNITIONS

- **NASA AMES Honor Award - 2020**
- **Group Achievement Awards** – NASA Hybrid Wing Body Wind Tunnel Testing Team, NASA Rodent Research -1/-2, NASA EFT- Post flight Analysis & Avocet Extraction Team
- **Group Achievement Honor Award-** NAVAIR, LRASM Wind Tunnel Model Design and Manufacturing

KEY WORDS

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|--------------------|---------------------------|----------------------------|-------------|
| Production Planner | Resource Analyst | Financial Management | Accounting |
| Buyer | Leadership | Budget | Procurement |
| Project Planner | Administrative Management | Data Entry and Timekeeping | Scheduling |