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| **Name**  **Address**  **Email**  **Phone** | | | | |
| Objective | To create a business relationship with a company where I can advance and have a mutually beneficial relationship collaborating new skills with my previous experience. | | | |
| Experience | August 17,1979 to August 11, 2009 | | Manufacturing | PA |
| Capacity Planner  * Sub Contracting * Global Logistics including importing, exporting, U.S. Customs and air freight * Scheduling * Forecasting * Record Keeping * Supervision Work * Customer Service * Inventory Control * Purchasing * Knowledge of ISO 9000 * Electro Plating * Clean Room Manufacturing * SOP   Reason for leaving: Reduction in workforce. Contracts moved to Mexico. | | | |
| Education | Graduated June 1972 | High School | | PA |
| Degree Earned: High School Diploma | | | |
| Skills | * Capacity Planning * Knowledge of various software programs such as Windows Office Professional, Advanced Excel, Microsoft Word, and Microsoft Power Point * Strongly experienced in the Customer Service field with primary focus being on sales more specifically involving high volume manufacturing and Production Control * Able to perform a multitude of Office tasks and handle various types of office equipment * Previous experience and knowledge of injection molding and high speed screen and offset printing * Experience in Supply Chain Management * Just in Time Manufacturing * Ability to work without direct supervision and to team with others to accomplish complex tasks * Ability to multitask and adapt easily in a rapidly changing environment * Experience in managing large workloads and working with internal and external contacts * Worked with air freight forwarders exporting and importing product | | | |

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| Previous  Job Description | * Review incoming orders and determine plant workload * Travel to and certify U.S. suppliers * Negotiate supplier pricing * Create Purchase Orders and transmit to suppliers * Respond to customer and supplier questions and product status * Receive shipping confirmation from supplier and forward to appropriate departments * Report product status to Freight Forwarder, Management, Quality Assurance, Finance, Receiving and Customer * Prepare status reports * All of the above sub contracting performed on a global scale |

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| References |  |