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LIDIA BONCZYK

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Professional Summary

Competent Production Planner with strong background in scheduling production and overseeing logistics. Successful in supply chain management, efficiency solutions and inventory coordination. Talented in determining production issues and providing excellent process improvement solutions through information analysis and providing detailed record-keeping.

Confident in turning around poorly performing production lines using analytical and well-coordinated approach. Fastidious in managing details, methodical in manner and adaptable in nature.

Productive employee with proven track record of successful project management and producing quality outcomes through leadership and team motivation. Works with clients to determine requirements and provide excellent service.

Experience

Dunbia | Preston , Lancashire
Production Planner assistant
07/2018 - 09/2023

- Improved operational efficiency by providing extra training to inefficient, underachieving employees.
- Kept up-to-date on the latest regulation changes to evaluate if products met current criteria.
- Lead planning and organising of large industrial production schedules, staff schedules and task delegation.
- Liaised effectively with logistics teams to provide timely transportation of goods upon production completion.
- Effectively coordinated and organised materials supplies across production areas, minimising operational delays.
- Updated order progress from initial receipt to timely, quality completion for clear production records.
- Worked tirelessly to achieve master production schedule requirements, raising orders promptly to enable timely completion.
- Safeguarded consistency of products with orders by reviewing completed product.
- Assessed delays in production schedules, adapting planning processes to eliminate repeat issues.
- Assessed sales order quantities to plan and deliver sufficient production output to set deadlines.
- Maximised production efficiency through careful planning and scheduling, enabling prompt dispatch of customer orders.
- Reviewed production orders to determine types, quantities and proposed material resources to complete assignments.
- Reviewed projected needs and planned accordingly to meet targets
- Improved operations by diligently maintaining safety and quality standards.
- Planned and delegated work to meet project or production goals.
- Increased productivity and reduced material waste to establish coherence.
- Identified staffing and capital needs, collecting relevant data to facilitate decision-making.
- Monitored manufacturing variances to resolve product process and equipment problems.

Booths | Preston, Lancashire
Admin Dispatch Assistant
03/2005 - 06/2018

- Evaluated supplies and product inventory to check for quality and quantity issues and returned unacceptable materials to vendors to obtain replacements or refunds.
- Examined incoming materials and products to assess quantity and quality, returning unacceptable shipments to suppliers for refunds or replacement.
- Spearheaded special projects and resolved complex problems that impacted management and business direction.
- Interacted with teams in multiple languages and provided clarification.
- Consulted with driver leads to get information about availability of staff and vehicles.
- Took stock counts of inventory items to avoid stock-outs of high demand items.
- Proposed process improvements to enhance transport and load.
- Relayed critical information between work crews and supervisors, reducing confusion for front line personnel.
- Double-checked work orders to confirm all details matched client specifications.
- Resolved customer problems to increase customer satisfaction and build loyalty.
- Verified shipping destinations were accurate on maps to avoid drivers getting stranded.
- Reviewed all paperwork passing through dispatch before sending delivery to confirm accuracy.

Mercury | Nowy Sacz , Poland
Selling Supervisor
05/2003 - 12/2004

- Assisted employees with the handling and solving of complex customer complaints, such as service or product issues.
- Assisted managers in preparing work schedules, making suggestions based on busy shopping periods and daily priorities.
- Utilised exceptional customer service skills to create welcoming atmosphere for visitors.
- Maximised sales opportunities by communicating new shop and online promotions clearly to staff and customers.
- Maintained store presentation standards with attractive merchandise displays and clean, tidy and well-organised shop floor.
- Helped shop floor staff to unpack and count deliveries during quiet periods.
- Assisted with visual merchandising and provided productive feedback.
- Rewarded and recognised high-achieving staff to motivate employees and amplify store revenue.
- Handled clients' complaints with excellent knowledge of compensation procedures and return policies.
- Conducted inventory checks to identify low-stock items and worked with managers in scheduling shipments to backstop inventory shortages.
- Monitored shelf stocks and product displays and outlined methods of shifting slow inventory and arranging displayed items for maximum sales.

Sonashades | Preston , Lancashire
Business and office administrators
09/2023 - I currently work here

- Communicated with office managers to understand department priorities and workload.
- Coordinated weekly meetings and appointments for office staff.
- Answered department emails within target timeframes to meet company communication targets.
- Maintained excellent team relationships by proactively helping others with complex problem-solving tasks.
- Managed office correspondence, including emails, phone calls and

mail, efficiently and promptly.

- Oversaw effective file management to keep office records up-to-date.
- Generated comprehensive quality reports, presentations and spreadsheets, delivering to management within agreed deadlines.
- Completed data processing and processing orders into relevant systems to keep records and documentation up-to-date.
- Maintained strict confidentiality and discretion when processing sensitive data and information.
- Greeted and welcomed visitors, alerting relevant staff of guest arrival.
- Assisted with monthly office stock levels, conducting physical counts and reconciling with stock management system.
- Communicated with staff through various internal platforms to keep colleagues informed of office updates.
- Collected and distributed incoming post and prepared outgoing post for collection.
- Raised purchase orders, liaising with suppliers to keep all orders delivered on time and in full.
- Partnered across departments to set clerical schedules and determine resource requirements for special projects.
- Established clear procedures for team work, document tracking and data reporting.
- Distributed progress reports for improved business planning
- Delegated office administration tasks for smooth front-of-house management.
- Kept team in compliance with office policies, safety processes and industry requirements.
- Set up staff development schemes for continued team progression.
- Managed telephone and switchboard operations for timely call handling.
- Assisted associated departments with clerical and administrative support.

Core Qualifications

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| • Customer Order Planning | • Raw Materials Coordination |
| • Stock Coordination | • Team Communication |
| • Production Planning | • Production Scheduling |
| • Production Order Maintenance | • Materials Allocation |
| • Analysing Data | • Preparing Reports |
| • Stock Control | • Product Quality Assessment |
| • Manufacturing Planning | • Technical Specifications |
| • Material Requirements Planning | |

Education

College | Nowy Sacz , Poland

post-secondary college | Nowy Sącz , Poland
Economic