

**MARY JONES**  
**123 Any Street**  
**Any City, State 55555**

**(213) 555-1234**  
**Cellular: (213) 777-5678**  
**e-mail: MaryJones@earthlink.net**

A materials management professional with hands-on experience in purchasing, inventory control, production control, warehouse systems, accounting, quality assurance and information systems for an \$800 million, 11-division light manufacturing NYSE company.

Expertise includes excellent planning, scheduling, cost accounting and problem solving skills.

### **EXPERIENCE**

**TEK-Air Inc.**, Torrance, California

2003-2007

#### **Production Planning Supervisor (2005-2006)**

Performed master scheduling, forecasting, and production and inventory control. Managed shipping, receiving and warehousing for a vertically integrated manufacturer of heating, ventilating and air-conditioning blowers.

- Increased on-time shipping by 38% through the use of master scheduling techniques.
- Improved vendor on-time delivery by implementing a proactive scheduling system.
- Created 300% additional warehouse capacity using a modified Manhattan Inventory Control System.
- Guided the introduction of 11 products through the initial production startup and ongoing manufacturing.
- Negotiated with several freight carriers, increasing discounts and speeding up delivery. Savings were in excess of 11%.
- Designated team leader for the ISO 9002 documentation and implementation process in materials management.
- Trained the Materials Department staff in the use of MRP II software.
- Developed the 2005 overhead rates that accurately captured manufacturing costs.
- Scheduled six assembly lines, 15 injection molding machines (75-500 tons) and machining operations.
- Directed two physical inventories with 1,800 stocking units.

#### **Senior Planner/Staff Accountant, U.S. Gauge Division**, Van Nuys, California (2004-2005)

Reported inventory and cost data to the Materials Manager and the Vice President of Finance. Ordered long-lead time components for aerospace instruments. Tracked work orders through all levels of production.

- Directed a \$3 million inventory buildup in anticipation of a possible work stoppage.
- Achieved 100% on-time shipping for a new instrument package.
- Developed inspection criteria for screen-printed dials, lowering rejections by 50%.
- Developed a manning plan that determined monthly staffing requirements based on budget.
- Participated in setting correction plans for rejected components.

**MARY JONES**

**Page Two**

**TEK-Air Inc.**, Continued

**Cost Accountant**, Westchester Plastics Division, Westchester, California (2003-2004)

Prepared monthly financial statements for a \$25 million division compounding plastic resins.

- Developed a scheduling system that increased productivity by 15%.
- Established pricing guidelines, assuring that profit targets were met.
- Reduced aging of accounts receivable by two days.

#### **EDUCATION**

**LaSalle University**, Orange, California

**Master of Business Administration**

**Villanova University**, Los Angeles, California

**Bachelor of Science, Accounting**

#### **COMPUTER SKILLS**

Microsoft Excel, Microsoft Access, Microsoft Word, Microsoft PowerPoint, American Software, Integrated Business System (AS400), E-Mail, Microsoft Schedule+ and MRP II

#### **AFFILIATIONS**

American Production and Inventory Control Society (APICS)

National Association of Female Executives (NAFE)

American Association of University Women