

**JACK JEFFERSON**

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Date

Dear Executive Recruiter:

I am in the process of seeking a master planner/scheduler leadership position where I can use my skills in:

- **Forecasting** – Successfully managed forecasting operations for more than \$2.3 million of perishable products in three counties with 13 manufacturing facilities.
- **Supply chain management** – Managed all aspects of product launches, including forecasting, raw materials, manufacturing, packaging, quality control and food service delivery for the nation's largest fast food company as well as 45 other major chains.
- **Production scheduling** – Acquired expertise in balancing the daily flow of more than 700 SKUs of perishable products to provide maximum sales with minimum waste.
- **Systems design and implementation** – Incorporated state-of-the-art inventory, purchasing, allocation and scheduling systems that provided high-volume food processing planning for national distribution at lowest costs.
- **Multi-plant operations** – Oversaw planning operations that were scattered throughout the United States, all at the same time.
- **Cost reduction** – Personally designed systems that radically reduced waste and over/under production of perishable products at lower labor costs.

If you are working on a client assignment for a proven and highly experienced master planner/scheduler, I would be most interested in hearing from you.

Sincerely,

Jack Jefferson

Enclosure: resume