

MARY JONES
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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.

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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