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## Production Scheduler Resume

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### Job Objective

A talented, hardworking, knowledgeable and experienced Production Scheduler seeking employment within your company.

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### Highlights of Qualifications:

- Remarkable experience in maintained production database and ERP system
  - Deep knowledge of production schedules techniques, material requirements
  - Huge knowledge of maintaining production inventory
  - Immense ability to multi task and complete within deadline
  - Exceptional ability to interpret diagrams and instructions
  - Ability to develop inventory strategies
  - Ability to embrace changes and new ideas
  - Proficient with Manufacturing Systems and MS Office
  - Ability to develop, prioritize and maintain production schedules
  - Familiarity with production scheduling and inventory strategies
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### Professional Experience:

Production Scheduler  
Masco Administrative Services, Inc., Denver, CO  
August 2007 – Present

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### Responsibilities:

- Coordinated with materials planners to avoid any production delays for customer.
- Performed research to avoid all material shortages that may lead to production shutdown.
- Ensured compliance to schedule regulations with performance indicators.
- Implemented activities in short term schedule and implemented processes.
- Monitored all work orders as per specified schedule.
- Evaluated weekly requirements in coordination with supply planning and operations team.
- Forecasted production schedule with optimal utilization of materials and labor.
- Maintained record of production schedule for long term and short term processes.

Production Scheduler  
Serta Mattress Company, Denver, CO  
May 2004 – July 2007

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### Responsibilities:

- Monitored schedules and make changes when required to avoid delays.
  - Coordinated with department supervisors to assign status to all projects.
  - Determined appropriate manufacturing sequence and lead times for all operations.
  - Planned schedule workflow for individual departments as per requirement.
  - Evaluated workload and designed strategies to keep it in balance.
  - Maintained record of all shop work orders in manufacturing unit to validate dates.
  - Provided subject matter expertise to ERP systems.
  - Monitored workflow for production and maintained highest productivity level.
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### Education:

Bachelor's Degree in Business Administration  
Spoon River College, Canton, IL

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