

## Melissa Rose

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### Profile

Dedicated team player with the ability to cultivate and maintain relationships internal and external. Superior judgement with strict attention to detail. Manage multiple projects simultaneously. Meets customer needs with a sense of urgency.

### Experience

*Auction Associate* March 2012 - present  
Jerry Harris Auction And Realty (Siler City, NC)

- Pick up and delivery of items consigned for auction. Set up and break down for on site sales. Register and check out bidders to include verification of identity. Ring person consisting of identification of lots and items for auction. Respond to customer questions regarding items for auction. Execute phone and left bids for customers unable to attend event.

*Master Scheduler* January 2010 - December 2012  
Purolator Filters LLC (Fayetteville, North Carolina)

- Establish production schedules to support business plan. Monitor raw materials and finished stock inventory levels. Schedule assembly lines to maintain inventory and customer availability for over 3000 sku's based on customer demand. Monitor new production introduction to ensure on time launch. Provide support to schedulers to ensure acceptable customer service levels. Develop and maintain standard work for all functions within assigned areas. Planned and created purchase orders via SAP for all purchased finished goods. Worked directly with distribution center for scheduling and shipping products to meet demand and deadlines.

*Order Analyst/Factory Scheduler* September 2005 - February 2009  
Caterpillar Building Construction Products (Sanford North Carolina)

- Manage schedules and shipments for worldwide distribution of SSL/MTL/BHL/WL attachment kits for both Sanford and Clayton facilities. Review and approve schedules using SAP. Planned and scheduled all NPI and discontinued kits while maintaining target inventory levels for completed attachment kits. Coordinated all third party logistics for building and shipping of kits for Sanford and Clayton facilities. Maintained and reviewed inventory in worldwide distribution centers and reallocate as necessary. Worked closely with NACD account coordinators and demand planners to ensure machine availability within published availability range. Schedule and produce viable production schedules for two assembly lines using I2 Sequencer programs for up to 90 tractors daily. Used FIM/DIM software to reduce stock orders by matching customer orders with built or scheduled machines. Maintained and compiled all standard work procedures, documents reporting for all job functions within assigned area.

*Office Team Lead/Kitting Team Lead* September 2003 - September 2005  
Caterpillar Logistics (Sanford North Carolina)

- Responsible for all administrative work for entire facility with special attention to support of Facilities Manager. Served as HR Assistant to ensure all areas staffed as needed based on demand. Served as kitting team lead to assemble and

ship attachment kits worldwide and to Caterpillar BCP facility. Worked closely with Caterpillar BCP personnel regarding rush, change orders and shipments to meet customer demand. Worked with Engineering regarding ECC orders and parts to ensure inventory changed orders carried out with little to zero excess inventory of kitting parts.

*Outside Sales/Office Manager* January 1991 - February 1995  
Cherokee Environmental Group (Sanford North Carolina)

- Top sales company wide for three consecutive years with the largest recycler of petroleum contaminated soils, non hazardous industrial by products and water. Maintained and grew customer base to include Fortune 500 companies, municipalities, State and Federal government and small generators of contaminated products. Worked with engineers, project managers, consultants, independent laboratories and subcontractors. Developed and implemented turnkey transportation as optional service which directly increased sales by 60% for the entire division. Forecasted monthly and quarterly sales and revenues. Participated in trade show events, conferences, education and conducted site audits for potential and existing customers.

*Office Manager/Customer Service* January 1989 - January 1991  
Cherokee Sanford Group (Sanford North Carolina)

- Managed day to day office and field operations for Environmental Division. Worked with outside sales reps to manage sales activity. Scheduled and directed all incoming soils and water jobs. Worked with Engineering and DEM officials regarding permitting and notification of incoming soils and water jobs to comply with regulated industry. Reviewed and interpreted analytical data to ensure compliance with permits and current environmental regulations. Developed and implemented gatekeeper system to monitor incoming jobs for compliance with State and Federal agencies. Worked closely with Brick Division to ensure soils and water meet the needs and quality to produce a viable product.

#### **Skills**

- 6 Sigma Certified Green Belt Caterpillar University CPS demand and orders qualification SAP I2 Sequencer and related software AS400 Corporate Systems

#### **References**

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*References available upon request -*