

Karen Hall

Prod/Matl. Planner, Scheduler

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For the past eight years I have been working with staffing companies but would like to have a full time permanent position in a strong growing company that utilizes my professional skills and provides opportunities for advancement.

WORK EXPERIENCE

Scheduler

Hedwin Corp. - Baltimore, MD - September 2013 to December 2013

Responsibilities:

Promptly assigned ship dates to customer sales orders based upon availability and/or the production schedule for the product. Reviewed the sales orders that required scheduling at least three times a day.

Directed and maintained work center schedules by adding work orders or changing work orders and there sequence of production.

Determined work center priorities within a department and distributed daily updated schedules and priorities as required.

Initiated new purchase orders/work orders or changes to open purchase orders/work orders to support the schedule, customer requirements and maintain minimum stock levels.

Request increases/decreases to manufactured and purchased part safety stock levels based upon trends observed while scheduling.

Reports scheduling status and problems on a daily basis in the production meeting

Planner/Scheduler

Ciena Corporation - Linthicum, MD - February 2011 to November 2011

Responsibilities

Received and accepted work into inventory through systematic transactions.

Was responsible for contacting vendors with regards to all repairs being shipped.

Performed all work order and inventory transactions for release to the production floor.

Made sure PC boards were serialized and documented before shipments.

Assigned ship dates to customer sales orders based on the production schedule for the product.

Directed and maintained work center schedules by adding work orders.

Updated schedules and priorities as required.

Production Planner

Railplan International - Baltimore, MD - March 2010 to June 2010

- Cut and released work orders per the MRP system, (MAS 90)
- Received and accepted work into inventory through systematic transactions
- Responsible for procuring consumable shop supplies through outside vendors
- Ensured that component shortages were issued to work orders in a timely manner
- Daily purchases for assigned vendors and products
- Heavy expediting of purchase orders
- Responsible for maintaining the Quality matrix on daily basis

- Was responsible for contacting Vendors with regards to NCR'S and maintaining status until closed.
- Performed cycle counts when needed
- Assisted with Project work as assigned

Material Planner

L3-Chesapeake Sciences Corp - Millersville, MD - October 2008 to July 2009

- Maintained BOMS and put in material requisitions for procurement on a daily basis
- Built and maintained an access and excel spreadsheets for ordering materials based on project needs and requirements
- Utilized MRP requirements for release of products to the production floor
- Coordinated routers with Quality Engineer for release to production area
- Reviewed shipment orders for outsourcing of product materials

Materials Technician

MEI Technologies, Inc - Seabrook, MD - May 2007 to December 2007

(NASA Goddard Space Flight Center)

- Received inspections on failure analysis and destructive physical analysis parts
- Conducted calibrations on all lab equipment on a weekly basis
- Prepared work order authorizations for flight and non-flight parts
- Took care of all safety certifications for all employees in the lab

Production Planner

ARA Antenna Research - Beltsville, MD - February 2007 to May 2007

- Conducted Military and commercial applications
- Cut and released all work orders per the MRP system
- Received and accepted work into inventory through systematic transactions
- Responsible for procuring consumable shop supplies through outside vendors
- Ensured that component shortages were issued to work orders in a timely manner
- Responsible for maintaining lot traceability of all finished goods and raw material inventories
- Performed various system transactions to facilitate quick recovery of scrap and/or rejected components

Production Planner

IDX Baltimore - Odenton, MD - October 2006 to February 2007

- Manufactured custom millwork and retail fixtures
- Updated BOMS in the system per the drawings as well as ordered materials through requisitions and updated inventory
- Cut and released work orders to the production floor to meet customer requirements per the MRP system

Material Support Specialist

Perkin Elmer Fluid Sciences - Beltsville, MD - April 1997 to September 2004

- Team Leader/Supervisor and Planner for the Coupling Assembly area
- Conducted training for MRP system

Training and Certifications:

ESD Certified to work with Space Flight parts

Welder Certification

Inspector Certification

SPC

JIT Training

Purchasing Certification
Various Kaizan events