

Benjamin C Adams

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WORK EXPERIENCE

FIBERLOK, INC., Fort Collins, CO

Production Planner, July 2012 - Present

- Prepare work orders and assign department materials and activities for production.
- Maintain strong communication with department supervisors throughout the process.
- Schedule production to meet deadlines, and provide lead times to meet delivery dates.
- Generate custom reports from data sources to manage inventory and raw materials.

Shipping and Receiving Department Supervisor, February 2015 - Present

- Receive raw materials against purchase orders, and deliver to departments.
- Prepare documents such as commercial invoices, bills of lading, packing memos.
- Use FedEx/UPS shipping software in conjunction with MRP software to record shipment data for accounting and record keeping purposes.

Screens Department Technician, March 2008 - July 2012

- Operate and maintain computer to screen printing machine.
- Position screens for exposure, and set exposure controls.
- Perform quality inspections to identify imperfections before production.

EDUCATION

Fort Lewis College - Durango, CO

December 2006

- BA Business Administration: emphasis in Management

Thompson Valley High School - Loveland, CO

May 2002

- High School Diploma

ADDITIONAL SKILLS

- Strong knowledge of MS Excel, Word, Outlook.
- Experience with MRP software.
- Familiar with reporting software including SQL and Crystal Reports.