

Damien Davis

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Professional Summary

Accomplished and energetic Production Planner with more than 20 years experience and a solid history of achievement in on-time delivery of high quality products. Motivated leader with strong organizational and prioritizing abilities. Areas of expertise include scheduling purchase orders using Microsoft office tools and working with reliable MRP systems to ensure raw materials are available for production so OTD dates can be met consistently. Strong customer service and learning skills. Also proactive and can anticipate customer forecasts.

Skills

- Customer and Personal Service
- Administration and Management
- Time Management
- Troubleshooting
- Computers, and Electronic assembly
- Complex Problem Solving
- Production and Processing

Experience

Production Planner

Aug 2001 – Jan 2019

Ccx Corporation

Lafayette, CO

- Develop and implement technical project management tools such as plans, schedules, and responsibility and compliance matrices.
- Develop and establish lead times according to customer demand.
- Expedite lead times via manipulation of company resources.
- Strong familiarity with MRP and ISO 9001 systems and procedures.
- Strong data entry skills and can quickly pick up and incorporate company processes and procedures.
- Direct availability and allocation of materials, supplies, and finished products.
- Collaborate with other departments as necessary to meet customer requirements, to take advantage of sales opportunities or, in the case of shortages, to minimize negative impacts on a business.
- Direct team activities, establishing task priorities, scheduling and tracking work assignments, providing guidance, and ensuring the availability of resources.
- Develop an understanding of customers' needs and take actions to ensure that such needs are met.

Manufacturing supervisor

Sep 1996 – Jun 2001

EMS Solutions

Longmont, CO

- Direct and coordinate the activities of employees engaged in the production or processing of goods, such as inspectors, machine setters, and fabrications.
- Confer with other supervisors to coordinate operations and activities between departments.

- Inspect materials, products, or equipment to detect defects or malfunctions.
- Observe work and monitor gauges, dials, and other indicators to ensure that operators conform to production or processing standards.
- Conduct employee training in equipment operations or work and safety procedures, or assign employee training to experienced workers.
- Interpret specifications, blueprints, job orders, and company policies and procedures for workers.
- Keep records of employees' attendance and hours worked.
- Read and analyze charts, work orders, production schedules, and other records and reports to determine production requirements and to evaluate current production estimates and outputs.
- Requisition materials, supplies, equipment parts, or repair services.
- Set up and adjust machines and equipment.

Education

Associate of Science: Computer programming
CollegeAmerica

Jan 2004
Fort Collins, CO