

Lisa Velazquez

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Seeking a long term career that is challenging and peaks interest in a busy work environment.

Work Experience

Production Scheduler 1

H.B. Fuller-Frankfort, IL

March 2023 to October 2023

- Worked in SAP to flip customer orders into work orders and planned the daily production, in order to get customer orders out in time.
- Worked with customer service to help with rush orders and order planning.
- Created schedule for Bulks and smaller pack outs.
- Sent out emails to different departments to ensure materials readiness.
- Notified purchasing when materials would get low or run out to ensure a time frame to report to customers.
- Filled in spreadsheets to obtain manpower needed.
- Communicated with customer to let them know of any delays, shortages, or late orders.

MRP Controller

Sun Chemical-Kankakee, IL

April 2022 to March 2023

- Managed production schedules and handled material requirements.
- Coordinated with management with regard to the status of work in progress, material requirements, and production problems.
- Supervised interdepartmental activities with quality assurance and manufacturing.
- Administered the movement of material from receiving to production.
- Formulated raw material requirements and scheduling requirements.
- Supervised material movement with warehouse, purchasing, and production.
- Managed Material Requirements Planning systems
- Bargained lead times with customers and coordinated schedules for timely delivery.

Inventory Specialist/Purchasing

AtWork Personnel-Kankakee, IL

September 2020 to April 2022

- Creating Requisitions & P.O's using Oracle
- Updating company's weekly ERP.

- Running reports and collecting data to insure accurate inventory purchases are made.
- Updating weekly & daily spreadsheets analyze what inventory will be needed.
- Helpful in going out of the way to overly communicate with vendors to procure needed Inventory.
- Keep up with vendor confirmations and delivery dates to communicate with management that production needs would be met.
- Resolved issues that came about by planning and thinking quickly.
- Utilized skills by finding more budget friendly alternatives to save company money.
- Worked with production team to insure we had all inventory and inventory usages to make company roll outs successful.
- Worked to ensure P.O's & Invoices were correct.

Administrative Assistant

Dow-Kankakee, IL

December 2017 to August 2020

- Created and closed out work orders and managed maintenance schedules using SAP.
- Created spreadsheets and power points for presentation purposes.
- Made progress on organizing and filing the company's Library.
- Set up events for corporate visitors and assisted in travel arrangements.
- Put together a month news visual board of the company's monthly progress.
- Was helpful with EHS and Safety with assisting task.
- Managed three location including Union contract employees for our company's payroll using People soft software.
- Prepared and adjusted weekly scheduling for our company's employees
- Created Requisitions in SAP and followed up with corporate to ensure they were processed into P.O and set delivery dates

Education

High school diploma or GED

Bradley-Bourbonnais C High School - Bradley, IL

August 1997 to May 2002

Skills

- Administrative Assistant
- Microsoft Excel
- Outlook
- Payroll
- Receptionist
- Word

- Billing
- Microsoft Office
- Sales
- MS Office
- Data Entry
- Customer service
- Phone etiquette
- Inventory control
- Oracle
- Warehouse experience
- English
- Purchasing
- Procurement
- Human resources
- Time management
- Administrative experience
- PeopleSoft
- SAP
- Communication skills
- Budgeting
- Organizational skills
- MRP
- ERP Systems
- Production Management
- Production Planning
- Oracle
- Procurement
- SAP
- Front desk
- Negotiation
- Management
- Supervising experience
- JD Edwards
- Typing
- Clerical experience
- Word processing
- Leadership
- Microsoft Word
- Analysis skills
- Manufacturing

- Product development
- Office experience
- Data entry
- Filing
- Warehouse management system

Certifications and Licenses

Driver's License

Assessments

Warehouse safety — Proficient

November 2023

Using safe practices in a warehouse setting

Full results: [Proficient](#)

Data entry: Attention to detail — Proficient

February 2023

Maintaining data integrity by detecting errors

Full results: [Proficient](#)

Work style: Reliability — Proficient

February 2022

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

Work motivation — Proficient

February 2022

Level of motivation and discipline applied toward work

Full results: [Proficient](#)

Recruiting — Proficient

July 2022

Managing the candidate sourcing and selection process

Full results: [Proficient](#)

Management & leadership skills: Planning & execution — Proficient

January 2024

Planning and managing resources to accomplish organizational goals

Full results: [Proficient](#)

Attention to detail — Proficient

November 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Scheduling — Proficient

April 2024

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Proficient](#)

Administrative assistant/receptionist — Proficient

January 2022

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.