

Lizzette Diaz Selles

Production Scheduler & Material Handlers Team Leader

Santa Isabel, PR

lizzettediaz61@yahoo.com - 787- 901-4184

Senior production planning professional with the ability to lead multiple projects simultaneously in order to achieve business goals. Excellent supervision and employee relations skills, computer knowledge in System 34-36, JDE Edwards, SAP and Microsoft Office. Fully bilingual in English and Spanish.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

WORK EXPERIENCE

Production Scheduler & Material Handlers Team Leader

Hamilto sundstrand - Santa Isabel, PR - April 1999 to June 2015

Coordinated work orders with Warehouse material handler employees and monitored it throughout the month to ensure on-time delivery to customers.

Monitored production schedules during the month, made changes when necessary and also monitored inventory levels and planned Cycle count activities. Material handles team leader.

In charge of overdue orders reduction.

Worked together with the Receiving and Quality departments to receive and inspect parts to cover the material handlers needs.

Prepared scheduling and planning reports to ensure compliance with the Company goals.

Planner Buyer

MRO - 1999 to 2005

Planner/ Buyer for all MRO and expendable materials. Worked together with transportation carriers

EDUCATION

Bachelor in business Administration

Catholic University of PR - Ponce, PR

1989 to 2012

SKILLS

plnming,leadership, Good personal relations Achive Quali Management evcellence.Develop sistema and Achive cost reducto targets. (10+ years)

AWARDS

Good Team leadership & personal relation.

March 2013

Étihad, internacional corruption, Legal cómplice of ethics, SW Stand arde World introduction.