

Elijah Reeves

Senior Manager, Production Planner

📞 (816) 555-1234 ✉️ elijah.reeves@example.com 🔗 linkedin.com/in/elijahreeves 📍 Kansas City, MO 64101



STRENGTHS

- Collaboration**
Fostered relationships across departments, facilitating smoother operational integration and communication that improved project outcomes.
- Analytical Skills**
Leveraged data analysis tools effectively to identify insights and drive decisions that boosted production efficiency.
- Problem Solving**
Swiftly addressed emerging challenges within logistics operations, applying innovative solutions to maintain productivity without disruptions.
- Leadership Development**
Mentored team members, providing guidance and support that encouraged individual growth within collaborative settings.
- Process Improvement**
Championed initiatives that led to measurable enhancements in operations, streamlining workflows and reducing lead times significantly.

SKILLS

- Production Planning
- Inventory Management
- Data Analysis SAP
- Microsoft Excel
- Cross-Functional Collaboration
- Performance Metrics
- Root Cause Analysis
- Continuous Improvement

SUMMARY

Dynamic production planner with over five years of experience in manufacturing and logistics environments. Proven record in developing and optimizing production schedules, which enhance inventory management and boost operational efficiencies. Skilled at leveraging data analytics to meet business objectives while promoting customer satisfaction. Strong collaborator with cross-functional teams in fast-paced settings, committed to compliance with industry standards and best practices, driving results through proactive communication and strategic planning. Excited to contribute expertise and collaborate closely with teams toward achieving shared goals.

EXPERIENCE

Production Planner

XYZ Manufacturing 📅 January 2024 - Present 📍 Overland Park, KS

Key role focused on planning and coordinating production processes within a high-paced manufacturing setting. Collaborated closely with multiple departments to deliver effective scheduling strategies aligned with demand forecasts.

- Developed and optimized production schedules enhancing inventory turnover and ensuring timely fulfillment of customer orders.
- Analyzed key performance indicators weekly to identify trends, recommendations for improvements fostering enhanced data integrity.
- Implemented process enhancements that drove efficiency gains and reduced waste across production lines.
- Utilized SAP and Excel for tracking inventory and scheduling, boosting reporting accuracy and resource allocation.
- Conducted audits of production and inventory, confirming adherence to company policies and regulatory requirements.
- Trained team members in production methodologies, nurturing their professional development and collective success.

Supply Chain Analyst

ABC Logistics 📅 June 2021 - December 2023 📍 Olathe, KS

Role centered around analyzing and refining logistics workflows to maximize supply chain efficacy and reduce costs. Maintained seamless operations by liaising between suppliers and internal stakeholders.

- Streamlined operations through effective inventory management, notably reducing stock levels while meeting customer demand.
- Analyzed delivery metrics identifying performance bottlenecks, contributing significantly to schedule optimizations.
- Collaborated with vendors to ensure the timely receipt of goods, aiding stability in the production supply chain.
- Created insightful reports for management, informed by real-time inventory and performance data.
- Assisted with the implementation of ERP solutions that transformed data access and operational agility.
- Supported development of production plans linked directly to sales forecasts, ensuring synchronized supply and demand.

LEADERSHIP & AWARDS

- Dean's List, University of Missouri-Kansas City - 2024, 2025
- First Place, Regional Supply Chain Competition - 2025

Process OptimizationForecasting

Logistics Coordination

Operational Efficiency

Supply Chain Strategies

ERP SystemsTeam Development

LANGUAGES

EnglishNative

SpanishIntermediate

MY CAREER



- Production Planner at XYZ Manufacturing (2.6 Years)
- Supply Chain Analyst at ABC Logistics (2.5 Years)

EDUCATION

Bachelor's Degree in Supply Chain Management
University of Missouri-Kansas City 🎓 GPA: 3.7 📅 2025 📍 Kansas City, MO
***Coursework:** Logistics Management, Data Analytics, Operations Strategy, Supply Chain Optimization*

CERTIFICATIONS

- Certified Supply Chain Professional (CSCP) 📅 2026
- Lean Six Sigma Green Belt 📅 2026

TECHNICAL SKILLS

- **Software Tools:** SAP, Oracle, Microsoft Excel
- **Analytical Tools:** Tableau, Power BI, Advanced Excel
- **Logistics Systems:** ERP, WMS, TMS
- **Project Management Software:** Asana, Trello, JIRA
- **Communication Platforms:** Slack, Microsoft Teams, Zoom
- **Statistical Software:** R, Python, SPSS
- **Quality Assurance Methodologies:** Lean, Six Sigma, Kaizen
- **Productivity Applications:** Microsoft Office Suite, Google Workspace, Notion
- **Forecasting Techniques:** Time Series, Monte Carlo Simulation, Regression Analysis
- **Inventory Management Systems:** DSI, Essbase, Dashboard

PROFESSIONAL AFFILIATIONS

- President, Supply Chain Management Club - 2024-2025
- Volunteer, Local Food Bank Coordination - 2024-present

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST