

# Planner, Materials Cover Letter

8142 Leigh Views Martinville, AZ 58330

**Dear Oakley Hessel,**

I would like to submit my application for the planner, materials opening. Please accept this letter and the attached resume.

In my previous role, I was responsible for leadership and supervision to Shipping/Receiving and Material Handlers to ensure that material is processed promptly, consistent with Lean principles (one piece flow, 5S, Standard Work), stored appropriately, transacted properly and is at all times visible.

Please consider my qualifications and experience:

- Production planning/scheduling experience
- Good communication skills for effective interaction within the plant and with customers throughout the worldwide Abbott organization
- Report any food safety issue or potential issue to management
- Demonstrated proficiency in the use of spreadsheets (Excel), data base packages (Access), and word processing (Word)
- Manage the planning function to generate plant schedules in line with market demands
- Develop and grow relationships with other manufacturing sites, Corporate, ANSC Purchasing and ANSC Materials Management as relevant to planning
- Make optimum use of all plant systems including MCS and Infor Advanced Schedule to record and action planning activities
- Proficiency in Microsoft Office applications Lotus Notes and SAP is necessary

**Thank you for considering me to become a member of your team.**

Sincerely,

Dakota Kreiger