

# Production Scheduler Cover Letter

228 Dooley LightsSouth Shanelfurt, TN 82560

**Dear Alexis Schmeler,**

I submit this application to express my sincere interest in the production scheduler position.

In my previous role, I was responsible for detailed and attainable daily/weekly/monthly schedule to work center teams • Synchronize bulk manufacturing to the packaging schedule to meet defined release dates • Maintain production schedules and other reports as required • Collaborate with shop floor management on a daily basis to resolve issues regarding manufacturing efficiencies • Provide additional information as requested from Manufacturing, Planning and Finance • Campaign schedule to minimize change-over complexity and maximize opportunity to attain planned production volume • Communicate work center priorities based on Supply Chain communication regarding customer demand and stock out position • Schedule pre-planned capacity impacting maintenance and engineering trials within capacity constraints • Collaborate with Supply Chain Planners and other cross functional managers, on material supply/release, component supply/release, and documentation readiness for planned process order start dates • Communicates the required completion of batch record reviews in bulk and packaging to meet cycle time objectives.

My experience is an excellent fit for the list of requirements in this job:

- Experience with a MRP/ERP system
- Strong knowledge of MRP processes and systems (SAP knowledge is preferred)
- Excellent working knowledge of Microsoft Suite of products, especially Microsoft Excel
- Highly motivated, proactive, detail oriented and seeks accuracy in work product
- Develop production schedule to meet customer demands, drive
- Work with Inventory Planners off site to ensure deliveries meet

- High verbal and written communication skills to effectively communicate with team, other departments, customers and suppliers

**Thank you for taking your time to review my application.**

Sincerely,

Spencer Okuneva