

Scheduling Manager Cover Letter

4853 Lee HarborsPacochafurt, AZ 04223

Dear River Gusikowski,

Please consider me for the scheduling manager opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for support and advice to managers in administering company policies and procedures to ensure equitable treatment of employees.

Please consider my experience and qualifications for this position:

- Lead scheduling and release of manufacturing orders
- Lead release of requisitions to Supply Chain and Manufacturing
- Lead Program Scheduling, and integration of these schedules into a Site Master Schedule
- Lead Capacity Planning of critical resources across the production process
- Lead Master Scheduling and Capacity Planning support of new business proposals
- Lead cross functional efforts to level load production facilities
- Ensure the Material Planning group actively maintains accurate data in the MRP system
- Lead definition and maintenance of Mortality (Attrition) requirements

Thank you for your time and consideration.

Sincerely,

Spencer Sipes