

## PLANNER/SCHEDULER

### Summary

Highly motivated, effective communicator and problem solver. Works well with team members and groups from diverse backgrounds. Pursuing an exciting new career in the health field.

### Highlights

Certified Nurse Assistant

Strong verbal communication skills

Strong written skills

- CPR certified
- Microsoft Office Suite
- Strong attention to detail
- Effective time manager

Green belt qualified for Lean Sigma

### Accomplishments

Achieved Sailor of the year for NAS Oceana Virginia Beach, Va 1999

Achieved 4 Naval Achievement Medals

Advanced from Field work for Chevron Coalinga to Maintenance Planner in under 1 year.

### Experience

Planner/Scheduler Nov 2011 to Jan 2015

Company Name - City , State

- Determine schedules, sequences, and assignments for work activities, based on work priority, quantity of equipment, and skill of personnel.
- Monitor employees' work levels and review work performance.
- Monitor tool and part inventories and the condition and maintenance of shops to ensure adequate working conditions.
- Investigate accidents or injuries and prepare reports of findings.
- Compile operational or personnel records, such as time and production records, inventory data, repair or maintenance statistics, or test results.
- Develop, implement, or evaluate maintenance policies and procedures.
- Conduct or arrange for worker training in safety, repair, or maintenance techniques, operational procedures, or equipment use.
- Inspect and monitor work areas, examine tools and equipment, and provide employee safety training to prevent, detect, and correct unsafe conditions or violations of procedures and safety rules.
- Requisition materials and supplies, such as tools, equipment, or replacement parts.
- Participate in budget preparation and administration, coordinating purchasing and documentation and monitoring departmental expenditures.
- Meet with vendors or suppliers to discuss products used in repair work.
- Compute estimates and actual costs of factors such as materials, labor, or outside contractors.
- Confer with personnel, such as management, engineering, quality control, customer, or union workers' representatives, to coordinate work activities, resolve employee grievances, or identify and review resource needs.
- Develop or implement electronic maintenance programs or computer information management systems.

Maintenance Head operator Oct 2010 to Nov 2011

Company Name - City , State

- Use tools ranging from common hand and power tools, such as hammers, hoists, saws, drills, and wrenches, to precision measuring instruments and electrical and electronic testing devices.
- Perform routine preventive maintenance to ensure that machines continue to run smoothly, building systems operate efficiently, or the physical condition of buildings does not deteriorate.
- Inspect, operate, or test machinery or equipment to diagnose machine malfunctions.
- Diagnose mechanical problems and determine how to correct them, checking blueprints, repair manuals, or parts catalogs, as necessary.
- Inspect drives, motors, and belts, check fluid levels, replace filters, or perform other maintenance actions, following checklists.
- Clean or lubricate shafts, bearings, gears, or other parts of machinery.
- Record type and cost of maintenance or repair work.
- Repair or replace defective equipment parts, using hand tools and power tools, and reassemble equipment.
- Align and balance new equipment after installation.
- Train and manage maintenance personnel and subcontractors.
- Monitor tool and part inventories and the condition and maintenance of shops to ensure adequate working conditions.
- Compile operational or personnel records, such as time and production records, inventory data, repair or maintenance statistics, or test results.
- Develop, implement, or evaluate maintenance policies and procedures.
- Examine objects, systems, or facilities and analyze information to determine needed installations, services, or repairs.
- Inspect and monitor work areas, examine tools and equipment, and provide employee safety training to prevent, detect, and correct unsafe conditions or violations of procedures and safety rules.
- Requisition materials and supplies, such as tools, equipment, or replacement parts.

Aviation Machinist Mechanic Dec 1990 to Dec 2006

Company Name - City , State

- Implement airfield safety procedures to ensure a safe operating environment for personnel and aircraft operation.
- Monitor the arrival, parking, refueling, loading, and departure of all aircraft.
- Train operations staff.
- Read and interpret maintenance manuals, service bulletins, and other specifications to determine the feasibility and method of repairing or replacing malfunctioning or damaged components.
- Inspect completed work to certify that maintenance meets standards and that aircraft are ready for operation.
- Conduct routine and special inspections as required by regulations.
- Examine and inspect aircraft components, including landing gear, hydraulic systems, and deicers to locate cracks, breaks, leaks, or other problems.
- Replace or repair worn, defective, or damaged components, using hand tools, gauges, and testing equipment.
- Measure parts for wear, using precision instruments.
- Test operation of engines and other systems, using test equipment such as ignition analyzers, compression checkers, distributor timers, and ammeters.
- Obtain fuel and oil samples and check them for contamination.
- Reassemble engines following repair or inspection and reinstall engines in aircraft.
- Read and interpret pilots' descriptions of problems to diagnose causes.
- Examine engines through specially designed openings while working from ladders or scaffolds, or use hoists or lifts to remove the entire engine from an aircraft.
- Remove or install aircraft engines, using hoists or forklift trucks.
- Inventory and requisition or order supplies, parts, materials, and equipment.
- Communicate with other workers to coordinate fitting and alignment of heavy parts, or to facilitate processing of repair parts.
- Confer with other supervisors to coordinate operations and activities within or between departments.
- Plan and establish work schedules, assignments, and production sequences to meet production goals.
- Inspect materials, products, or equipment to detect defects or malfunctions.
- Conduct employee training in equipment operations or work and safety procedures, or assign employee training to experienced workers.
- Keep records of employees' attendance and hours worked.
- Requisition materials, supplies, equipment parts, or repair services.
- Maintain operations data, such as time, production, and cost records, and prepare management reports of production results.
- Confer with management or subordinates to resolve worker problems, complaints, or grievances.

#### Education

High School Diploma Jun 1989 SOUTH ALBANY HIGH SCHOOL - City , State

Technical Training , Certified Nurse Assistant Westhills College - City , State , USA

Continuing Education to Complete BSN. with a transfer to Fresno State.

#### Skills

State Certified Nurse Assistant

Green Belt for Lean Sigma

Health Care provider CPR qualified