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## JOSE A. MEDINA ARROYO

### OBJECTIVE

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Production Planning and Industrial Engineering Professional with established expertise in production scheduling, customer service, lean manufacturing, inventory control and industrial engineering. Exploring career opportunities where my technical and professional skills can be used to improve profitability achieve cost savings and sustain total quality and service excellence.

### EDUCATION

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2001 to 2007	Polytechnic University of Puerto Rico	San Juan, PR
	<i>Bachelor in Sciences of Industrial Engineering</i>	
1998-2001	University of Puerto Rico	Ponce, PR
	<i>Associate in Sciences of Industrial Engineering</i>	

### WORK EXPERIENCE

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#### **March 2009 to Present**

Pfizer Global manufacturing Vega Baja, PR.  
*Planning Expeditor*

- **Lead Lot Releases Project to improve the releases cycle time, metrics.**

#### ***Achievements in less than 3 months***

- A reduction of 32 % in lots pending release over 7 days of aging.
- A reduction of 29 % in lots pending approval.
- A reduction of 2 days in lots pending approval cycle time.
- Implementation of a metric system that will be copied to all three locations at PR

- Coordinate meetings with quality, planners and supervisors to discuss the different events impacting lots disposition.
- Management of lot releases priorities to assure with QA the correct allocation and focus of resources to support these priorities.
- Shipment priorities coordination with warehouse
- **Lead Inventory at warehouse 503 project to improve the management of the materials**

#### ***Achievements in 1 month***

- Disposition of 61 lots or portion not in system
- Disposition with QMR of over 20 lots or portion expired
- Increase availability of space in a 20%

## August 2005 to February 2009

Hubbell Caribe Limited

Vega Baja, PR

### *Production Planner*

- Prepared a production schedule based on materials availability, work centers, capacity and customer properties using portal report and SAP R/3.
- Released production orders by priority and due dates taking into considerations component availability. Coordinated with manufacturing supervisor to close old production orders to maintain database integrity
- Maintain the catalogs AA (Top 200 Hundred) above 125%, goal establish by the business unit manager.
- Analyzed catalogs in B/O with priority, I only had 3% of catalogs in B/O (5 of 164).
- Partnership with customer service to develop a product availability schedule to assure product supply.
- Contributed and sustained Lean manufacturing and keep abreast in the metrics such as: Takt Time, SQDC and 5'S.
- Managed Kanban systems and expedited material deliveries.
- Reduced 82% of discrepancies of the inventory in dollars.
- Notified to cycle counters the inventory count discrepancies day by day.
- Investigated root causes of recurrent component shortages and implemented appropriated corrective actions.
- Function as team leader and auditor during physical inventory activities.
- Supervised the manufacturing area, 17 cell of production.

## SKILLS

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- Leadership and excellent to establish interpersonal relationships.
- Report research in both written and oral form.
- Take responsibility and think about a task in terms of objectives and time to complete it.
- Work individually or as team member.
- Supervision.

## COMPUTER SKILLS

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- **Enterprise Resource Planning Systems: SAP R/3 , MAPPS**
- **Microsoft Office Applications:** Access, Excel, Outlook, PowerPoint, Project, Publisher, Visio, Word, and Works,
- **Software Applications:** Explorer; Kinaxis / Webplan; Witness, Lotus Notes, Novell, Kronos, Minds and Cognos
- **Statistical Software Systems:** Minitab; Statgraphics