

Javier A. Silva

Moncton, New Brunswick, Canada

jasilvacastillo@gmail.com

+1 (506) 852.6535

[linkedin.com/in/jasilvacastillo](https://www.linkedin.com/in/jasilvacastillo)

Summary

Perform each daily activity assigned to the best of my ability, become an essential team member of the company, and grow through the experiences and new knowledge I will gain.

KEY COMPETENCIES:

- *Business Administration Diploma
- *Industrial Engineer bachelor's degree
- *Production Planning & Supply Chain Experience
- *Manufacturing Environment
- *Proficiency with Microsoft Office – Excel
- *SAP software solutions

RELEVANT SKILLS

- *Process and tools improvement and development.
- *Able to work independently.
- *Ability to adapt to a fast-paced working environment.
- *Ability to multitask and handle pressure.
- *Strong attention to detail.
- *Excellent interpersonal and communication.

Experience

Production Scheduler

CE3 Electronics Inc.

Aug 2022 - Present (1 year 7 months)

- Coordinate schedule team to program weekly production plan and solve logistics and materials issues.
- Retrieve and process manufacturing orders for assembled finished goods and subassemblies.
- Schedule production lines to assure fulfill customer demand and needs.
- Establish priorities and monitoring progress with the Production Manager.
- Monitor supply and demand misalignments and fluctuations, implementing action plans with production while keeping production sales forecast.
- Monitoring progress to plan and adjusting the plan as necessary.
- Manage relationships with the Production Team Leads and Materials Planner to develop problems solving and sharing directions.
- Coordinate and communicate departments for continued workflow.
- Ensure production scheduling and work orders process flow base on MRP.
- Develop and maintain production compliance reports/dashboards.
- Participate in problem-solving and contribute towards developing and implementing process improvements and standard work.

- Coordinate with the Production Manager and Production Supervisor to determine shift capacity requirements by maintaining an up-to-date schedule to ensure capacity matches schedule requirements while accomplishing customer demand.
- Assist the Operations Manager in implementing new processes, production planning, and scheduling improvements.
- Support the Production Manager with supply analysis and weekly production plan.

Procurement Operations Analyst

McCain Foods

Jun 2021 - Aug 2022 (1 year 3 months)

- Support the downstream requisition and purchase order process and tactical sourcing requirements.
- Execute purchase orders for the procurement of materials, equipment, and services after determining all order elements within established policies and procedures.
- Develop and implement plans to resolve difficulties arising in the placement and delivery of purchase orders.
- Ensure current contracted pricing from suppliers.
- Responsible for first step business triage in the supplier creation process.
- Responsible for level 2 Coupa functional support.
- Participate in problem-solving and contribute towards developing and implementing process improvements and standard work to create value and minimize risk in assigned areas of responsibility.
- Analyze and report data trends to determine the root cause of unpaid invoices and create and efficiently execute solutions to avoid production disruption.
- Assist in the development/implementation of supplier objectives.
- Assist in managing ongoing supplier performance.

Administrative Clerk

Sobeys

Dec 2019 - Jun 2021 (1 year 7 months)

- Provide high-quality customer service to clients and vendors.
- Inventory items electronically.
- Receive incoming local products, examine shipment quantities, and verify invoice accuracy.
- Complete all receiving documentation.
- Create and maintain reports using SAP and Excel spreadsheets.
- Transfer inventory between store departments and other stores.
- Complete inventory movements and transfers in a computerized inventory system.
- Assist with the completion of the annual inventory and cycle counts.
- Organize materials to optimize space and avoid damage.

Production Control Engineer

Empire Electronics Inc.

Jun 2018 - Sep 2019 (1 year 4 months)

- Schedule production lines maximizing efficiencies and reducing SKU's cost.
- Run MRP (Material requirements planning) to determine adequate inventory levels to assure that the required SKUs are in stock to meet production & customer order needs.
- Provide follow-up to supply chain department and manufacturing flow to get production and sales targets.

- Manage relationships with the Production Supervisor Team and Materials Procurement Team to develop problems solving and sharing directions.
- Develop a transition plan for each new & transitioning SKU which includes a timeline and costs associated with the transition.
- Communicate and collaborate with production, quality control, warehouse, and all the parties involved, the production plan to ensure that production objectives are met.
- Ensure all key dashboards and weekly/monthly reports are kept up-to-date and delivered on time.
- Develop and maintain transition planning dashboard and help in the budgeting process in terms of write-offs and reprocess related to transition planning.
- Monitor supply and demand misalignments and fluctuations, implementing action plans with production while keeping delivered costs to the business at a minimum.
- Work within the planning processes to ensure all internal and external customers request are achieved



Production Planner

Hanesbrands Inc.

Mar 2015 - Jun 2018 (3 years 4 months)

- Develop and maintain detailed production plans by SKU level and schedules to ensure that customer orders are filled on time and in the correct quantities, avoiding delays minimizing production costs.
- Ensure raw materials and packaging components are available to support the Production Schedule, work collaboratively with Production and Quality to ensure raw materials and/or packaging meets expectations
- Ensure inventory data is properly entered into the system and is reflective of daily activities.
- Maintain Accurate Inventory by monitoring inventory transactions and support cycle counts.
- Develop and maintain performance indicators at the materiel management level; (stock rotation; dock to stock; min/max level; re-order level; etc.)
- Use Production Schedule to forecast raw material needs, balancing inventory with schedule requirements, sequence and arrange orders in master schedule to maximize efficiency and minimize changeovers.
- Coordinate with Production Manager to determine shift capacity requirements by maintaining an up to date schedule and up to date styles for output and to ensure capacity matches schedule requirements while minimizing labor variances.
- Support Logistics team on expediting urgent material and finished goods requirements.
- Run meetings with internal and international customers to present requirements status, issues, and actions plan.
- Prepare and submit material management report to intern and extern client.
- Coordinate schedule team to program weekly production plan and solve logistics and materials issues.
- Assist Planning Manager in determining Customer Order priorities for production and delivery
- Act as lead for in-house variable data label printing as needed for daily production, working closely with the Quality team.



Inventory Supervisor

Distribuidora Hector Godoy S. de RL.

Sep 2014 - Mar 2015 (7 months)

- Collect, organize, and analyze inventory data to support the sales team.
- Provide support to other accounting staff in the annual external audit review process
- Assists in the coordination of daily activities within the warehouse.
- Provides supervision of assigned employees in scheduling and daily activities.
- Develop process improvements in the accuracy of inventory and/or productivity lead cycle counts.

- Monitors inventory and codes of all products to ensure proper rotation and traceability of all items.
- Inventory reconciliation and management reporting.
- Review daily reports ensuring inventory integrity and completion.
- Coordinated monthly inventory and cycle count.



Material Planning Intern

Lear Corporation

Jul 2011 - Nov 2011 (5 months)

- Daily communication with our international supply partners
- Monitoring progress to plan and adjusting the plan as necessary.
- Creating and maintaining inventory schedules
- Ensuring materials meet specifications and quality standards
- Ensuring the consistent and adequate supply of materials necessary for customer orders.
- Preparing performance reports.
- Provide material status of new programs.

Education



NBCC (New Brunswick Community College)

Finance and Financial Management Services

2019 - 2021



Universidad Católica de Honduras 'Nuestra Señora Reina de la Paz'

Bachelor's degree, Industrial Engineering

2005 - 2011

Skills

Bill of Materials • Physical Inventory • Inventory Analysis • Forecasting • Production Management • Financial Literacy • Computer Literacy • Interpersonal Skills • Key Performance Indicators • Capacity Planning