

Brandi Leonard

Production Planner/Business Developer

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AREAS OF EXPERTISE

- Six Sigma
- SAP
- MEPS
- ERP
- Forklift Certification
- Problem Solving
- Team Management
- KPI and Revenue Strategy
- Executive Communication
- HR and Compliance
- Inventory Management
- Organizational Management
- Performance Feedback
- Customer Satisfaction
- Relationship Building
- Trainer
- Tech Sales
- Business Development
- Organizational Improvement
- Revenue Operations
- Customer Success
- Supervisor of Multiple Departments
- Time Management
- Customer Education
- Microsoft Office
- Google Suites
- Process Improvement
- Warehouse Distribution
- Purchasing
- Kronos
- Salesforce
- Logistics

EXECUTIVE PROFILE

- Production Planner with over 6 years of experience working in manufacturing and distribution centers.
- Demonstrated ability to manage multiple departments by working in SAP and related systems and providing daily reports to senior management.
- Developed business by gaining new contracts, analyzing logistical problems, and producing new solutions
- Ability to multi-task with ease in a high-pressure, deadline-driven environment
- Strong Data and Forecasting ability, and desire to be proactive instead of reactive
- In-depth understanding of effectively planning, scheduling, and monitoring work areas.
- Analytical approach to problem-solving and strategy development
- Demonstrated skill at cultivating relationships with internal and external teams, and working closely with senior leadership to develop budgets, processes, and strategies to drive revenue.
- Persuasive and strong oral communication skills with individuals at all levels, internally and externally
- Advanced use of tech tools such as Salesforce and Outreach
- 6 years in Customer Service/sales roles (Call Center/ hybrid setting)

CAREER PATH

Production Planner/Scheduler- Manufacturing - Mondo

Nov 2021 –Aug 2022 (Laid off)

- Planned, scheduled, coordinated, and monitored the flow of products through the complete production cycle.
- Provided timely planning and scheduling of manufacturing work orders to the manufacturing floor to achieve both internal financial goals and customer delivery dates.
- Planned and shipped special packages and shipments of parts from either the company or individuals within the company.
- Provide daily reports of inventory to upper management within the plant.
- Assist other departments to ensure accuracy and proper coverage according to SOP guidelines
- Write and improve processes and Sops throughout the Production Control and shipping department.
- Scan, load, and prepare BOL before trucks are shipped out
- Managed SAP, MEPS, and ERP daily to input counts check inventory and print labels through the supplier portals.

- Manage Freight operations for a premiere manufacturing company, coordinated global deliveries across multiple sites oversaw inventory valued at \$1.5M, and analyze KPIs.
- Oversaw 5-6 accounts at a time valuing \$ 2M implementing change to increase revenue and decrease waste over a 3-year time frame.

DA Processing/Trainer- Walmart Import Distribution Center Dec 2019 – Nov 2021 (Recruited Out)

- Application of labels to shipment materials per SOP guidelines
- Surpassed safety checkpoints and audits bi-monthly
- Implemented necessary organizational methods to ensure a clean and safe work area
- Provided basic maintenance to receiving equipment, which included cleaning and changing ribbons
- Cross-trained employees in other departments to ensure maximum coverage was available producing high-performing employees able to process 5000+ in freight a night.
- Operating conveyor while ensuring shipments have been thoroughly checked for inaccuracies
- Receiving a high volume of freight which surpassed 1K units
- Assisted in developing plans to increase revenue within facility 6054 by 15% which reduced annual costs

Logistic-Shipping/Receiving Specialist- Mobis Alabama
Sep 2017 (Career Change)

July 2011 –

- Collaborated with procurement staff regarding shipments and deliveries
- Review Transportation accounts (cost, freight rates) to stay within budget and reduced overall transportation spending by 20% over 6 years
- Received shipments and provided an audit upon delivery from incoming trucks
- Used software systems to coordinate and control the order cycle
- Performed quality assurance by ensuring cost-effectiveness and timely deliveries were achieved
- Supervised 20+ forklift drivers/ clerks while surpassing inventory management audits and daily activity
- Ran multiple dock doors and created diverse reports for senior management
- Created Bill of lading for returned and obsolete parts
- Researched and Built relationships with 15+ new Clients by planning approaches and pitches
- Implemented new procedures to increase logistics efficiency and decrease costs as much as possible- increased efficiency by 30% over 6 years
- Utilized ERP & SAP systems to input and manage shipment, vendor, and company data
- Trained by the top purchasers in the company to handle accounts when needed, managing accounts \$100,000+ valued through Lean and six sigma principles.

EDUCATION

Southern New Hampshire University

Bachelor's Degree in Business and Marketing