

Nataliia Chornenka
New Britain, CT
860-505-9132
nchornenka@yahoo.com

Production Planner

Over 10 years of experience in manufacturing

Working experience

Production Coordinator - Accel International, *Cheshire, CT*
November 2023 - present

- Translate customer orders into production-ready work orders
- Work closely with the sales and engineering teams to understand clients requirements and specifications
- Coordinate and plan the production schedule in alignment with project deadlines
- Monitor progress and make necessary adjustments to minimize delays
- Utilize the MRP system to manage production requirements and inventory control
- Review and update production data, support Production Manager in various administrative tasks

Office Coordinator - Polish Care Services, *Farmington, CT*
July 2022 - November 2023

- Provide effective coordination of client appointments and billing, including resolution of quality-related issues
- Manage hiring and recruiting, interview and screen qualified candidates
- Coordinate staffing to ensure the consumer's total regimen of care is maintained
- Assign tasks by matching caregiver qualifications and availability to the needs of the clients
- Answer, screen, direct, prioritize and respond to incoming calls and visitors
- Meet with potential clients, prepare the agreements and conduct needs assessment

Production Planning Manager - Interfoam-West, *Ukraine*
September 2016 - March 2022

- Supervised and managed the Production Planning Department to ensure that all processes are handled in a timely and efficient manner
- Supervised the Master Production Schedule and execution of all production related work orders to meet customer demands and planned production dates
- Oversaw demand forecasting, and supply planning to ensure resource requirements are met in a timely manner
- Organized and provided ongoing management in production planning by recruiting, orienting and training employees

Nataliia Chornenka
New Britain, CT
860-505-9132
nchornenka@yahoo.com

- Assisted in establishing and accomplishing overall goals and objectives as they relate to improved quality, reduced cost, and improved production efficiency for all relevant manufacturing and planning processes
- Implemented improvements in inventory management, including inventory control policies, procedures, rules and regulations of physical inventory, warehousing, and goods receipt

Production Planner - Interfoam -West, *Ukraine*
July 2010 - September 2016

- Scheduled tasks to production departments to ensure timely completion and delivery
- Compared incoming order with the specifications on the estimate and noted any deviations so that the estimate and/or schedule can be revised
- Controlled the quality and accuracy of production while staying informed of the status of all jobs
- Alerted Sales Representative and/or clients to production issues and assisted in overseeing quality
- Maintained the work-in-process, material and delivery status of all orders assigned and managed the shipment of finished goods
- Participated in daily production meetings to track performance and identify manufacturing plans

Skills

- Confident user of Microsoft Office
- Project management, strong organizational and analytical skills and attention to details
- Enjoy learning of new things and find solutions to a complex problems

Education 09/2001 - 06/2004 Ternopil Technical University, Ukraine, Bachelor in Business Management