

Joe Schenck
443 River Rd
Chehalis, WA 98532
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Human Resources Manager
Braun Northwest
150 Northstar Rd
Chehalis, WA 98532

Dear Human Resources Manager:

I am very interested in the project coordinator position advertised on the Indeed website. I have been involved with many aspects of project management while developing and launching new product. I am experienced at incorporating process improvements to existing product to enhance productivity, quality, safety and customer service. I have experience developing and managing teams, creating company budgets and analyzing results to control costs. I believe that my background in project management, production operations, and improving financial performances would make me an excellent candidate for the project coordinator position.

I am currently employed in the construction industry as an operations manager at Unitized Industries West, a curtain wall production facility supporting multiple high-rise projects throughout the West coast. I am responsible for meeting our customers' delivery schedules and ensuring that all production processes meet the DOW and ASTM industry standards. I have developed standard operation procedures and provide weekly and daily production plans to operations. I manage the quality assurance and shipping/receiving departments, and provide guidance on maintenance requirements and safety meeting objectives.

I was a program manager at Zodiac Aerospace - Advanced Composites Division. My responsibilities included the management of all risks associated with supporting our customers' delivery schedules and quality requirements, communication with our customers, development of the yearly departmental budget, and development of production schedules from customer forecasts and industry trends. I managed the procurement and shipping logistics of our materials supply chain of single source suppliers.

At QPM Aerospace, I originally managed the sheet metal punch press CNC programming. I was promoted to engineering manager and managed the development of all new swage-tube assembly designs, revisions to existing components, sheet metal programming, document control, and training. Additionally, I was promoted to operations manager and was responsible for meeting our customers' quality and delivery requirements. I negotiated and managed contracts with our material suppliers, and developed the yearly budget.

I would appreciate an opportunity to discuss my qualifications in person. I can be contacted by cell phone at (253) 347-9588, or by email at schenckjoep@gmail.com to schedule an interview. I look forward to hearing from you.

Best Regards,

Joe Schenck