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To:  
Rebecca Ayers, HR Manager  
Braun Northwest, Inc.

Re: Open buyer and Project Coordinator positions.

I would like take a few minutes of your time to find out if I am qualified for either of these positions.

In the past I have been a Manufacturing Production Supervisor leading a team of assemblers to build products built per a combination of MRP and customer demands. I would review MRP and establish build plans based on Materials in house, In house sub assembly build schedules, and scheduled p.o. deliveries. I would work with the buyers, other production planners, and management as necessary to adjust the build schedule or deliveries as necessary. My background in inventory management at the same company focused me on the costs associated with holding inventory and the pitfalls of poor supply side management. We managed inventory quantity accuracy through a combination of daily cycle counts in the larger stock rooms, and periodic inventories of smaller work areas.

As a previous small retail business owner I understand the balances between cost, quality, and quantities ordered. I also effectively communicated with a wide spectrum of people.

In my school years I moved from electronics, to mechanical engineering, and computer science (programming). From these I have a good understanding of schematics, mechanical drawings, and some coding. Along my path I have earned a machinist certificate and an A.S.

My manufacturing production past (combined with time in quality assurance) and my communication skills should allow me to perform the tasks for the Project Coordinator position.

Thank you for you time and consideration.

Jack Summers