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# GLORIA G ČERNOCH

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## PROFILE

- ❖ Background encompasses extensive professional business experience as Executive Assistant to the President and Material Planner at the BMW Plant
- ❖ Strengths: able to manage a high workload; focused; detail and goal oriented; ambitious; strong business aptitude; excellent communication skills (able to develop positive relationships with individuals of all ages and backgrounds); diverse cultural experience (international); learn new information quickly; enjoy challenges; team player; loyal and honest; able to maintain confidentiality; professional demeanor; multi-tasking; organizational skills; time management skills;
- ❖ Benefit: will contribute to the company's success within a short term based on the above mentioned strengths;
- ❖ Computer experience: SAP; Word; Excel; Outlook; PowerPoint; Adobe Photoshop; Camedia; PPS (production planning system - internal computer system);

## AREAS OF EXPERTISE:

- ❖ Merchandise Buyer
- ❖ Material Planning
- ❖ Executive Assistant to CEO
- ❖ Translation (English, German, French)
- ❖ Office Management / Administrative Operations
- ❖ Customer Service
- ❖ Event Planning
- ❖ Logistics

## EXPERIENCE

### MATERIAL PLANNER, CIRCOR, SPARTANBURG, SC - 2008-2011

- ❖ Responsible for machining and assembly scheduling
- ❖ Establishing monthly sales target forecast and drive accordingly
- ❖ Maintain finished good health
- ❖ Process customer expedites
- ❖ Maintain work flow between machining and assembly
- ❖ Keep past due level at a minimum
- ❖ Ensure on time delivery, if necessary raise appropriate alerts
- ❖ Manage and verify inventory levels on daily basis and investigate any discrepancies

### MATERIAL PLANNER, FAURECIA SEATING, FOUNTAIN INN, SC – 2006-2008

- ❖ Define, publish and monitor daily delivery schedule (Grammer - 4 trucks daily) using customer forecast, on hand inventory and safety/buffer stock
- ❖ Ensure on time delivery, if necessary raise appropriate alerts and set up expedites
- ❖ Manage and verify inventory levels on daily basis and investigate any discrepancies
- ❖ Develop forecasting tools (MS Office applications) to help identify inventory issues and improve inventory accuracy
- ❖ Supervise daily cycle counts
- ❖ Review supplier performance and supplier capabilities to determine potential shortages within a 7-day timeframe
- ❖ Processing of supplier receipts in a timely fashion
- ❖ Place supplier releases Mondays/Thursdays for European suppliers every other week
- ❖ Set up/maintain parameters for new part numbers

- ❖ Coordinate/direct supply of new level production parts to meet introduction date to ensure smooth transition and proper introduction of engineering change/new revision levels
- ❖ Ensure FIFO and minimum obsolescence
- ❖ Provide obsolescence reports to Accounting/Sales

MATERIAL PLANNER, DRAEXLMAIER AUTOMOTIVE OF AMERICA, DUNCAN, SC –  
JULY 2006 - DEC 2006

- ❖ Managed suppliers (MX, Europe) to ensure on time delivery of materials required to meet production plan
- ❖ Contributed to inventory accuracy by reviewing all stock transactions and ensure recovery through supplier base
- ❖ Managed and monitored production of Supply Chain and adjust release schedule if necessary
- ❖ Coordinated engineering changes by ensuring FIFO and minimum obsolescence

MATERIAL PLANNER, BMW MANUFACTURING CO. LLC (SPHERION, GREENVILLE,  
SC) – JAN 2006 - JUL 2006

- ❖ Handled suppliers and ensured accurate and timely delivery in order to meet plant production needs through SAP
- ❖ Coordinated with all internal and external resources necessary to handle any issues concerning on-time delivery and product quality, raised alerts when production at risk
- ❖ Performed cycle counts as required to ensure inventory accuracy

KAIMAN GMBH, COLOGNE, GERMANY 2001-2005  
MERCHANDISE BUYER JAN 2005-OCT 2005

- ❖ Management, handling and supervision of all daily purchasing related issues (as detailed in the above mentioned tasks of the Executive Assistant to the Merchandise Buyer)

- ❖ Supervision and handling of entire purchasing process worldwide
- ❖ Supervision of warehouse staff
- ❖ Supervision of stock availability
- ❖ Performance optimization
- ❖ Establishment of new supplier businesses
- ❖ Establish appropriate procedures to ensure logistics participation
- ❖ Provide support for all logistics
- ❖ International customer service
- ❖ Supplier evaluation
- ❖ Quality controls of incoming goods

EXECUTIVE ASSISTANT TO MERCHANDISE BUYER (PROMOTION) FEB 2003 - DEC 2004

- ❖ Placing orders with suppliers (mostly Far East)
- ❖ Customer service worldwide
- ❖ Examination of production, quality and punctual delivery
- ❖ Generating supplier evaluations
- ❖ Coordination and examination of incoming goods
- ❖ Responsible for regular quality audit with different customers
- ❖ Quality assurance
- ❖ Design special packing / inserts according to customer requirements

- ❖ General administrative office duties
- ❖ General HR Duties

EXECUTIVE ASSISTANT TO SALES MANAGER FEB 2001 - JAN 2003

- ❖ Right hand to General Manager
- ❖ Supervision and processing of customer orders
- ❖ Supervision and handling of entire quotation process for customers worldwide
- ❖ General customer service
- ❖ Participation and handling of conference meetings
- ❖ General administrative duties
- ❖ Supervising and directing of staff
- ❖ Assisting Bookkeeping and Accounting Department
- ❖ General HR Duties
- ❖ Schedule and organize various complex activities

EXECUTIVE ASSISTANT TO SALES MANAGER/FOREIGN LANGUAGE CORRESPONDENT,  
RWG FRANKENJUAR, DACHSBACH, GERMANY (International Aircraft Bearing Supplier)

FEB 1998 - JAN 2001

- ❖ Right hand to Executive Manager of Sales
- ❖ Supervision and handling of complete quotation process for customers worldwide

- ❖ Supervision and processing of customer orders
- ❖ Technical & General translations (German, English, French)
- ❖ General customer service
- ❖ Regular participation in conference meetings
- ❖ General administrative duties
- ❖

FOREIGN CORRESPONDENCE ASSISTANT, HSZ ZEITARBEIT, NUERNBERG, GERMANY,  
SEPT 1996 - NOV 1997

- ❖ General office Administration

### EDUCATION

GRADUATE FROM BUSINESS TRAINING COLLEGE ANSBACH, GERMANY 1992-1994

- ❖ Major: Business Management / Minor: English, French / Business training college diploma

GRADUATE FROM ESA BUSINESS AND LANGUAGE COLLEGE (LICENSED PRIVATE TRAINING COLLEGE FOR FOREIGN LANGUAGE OPERATIONS) 1994-1996

- ❖ Major: English and Economy/Administration / Minor: French
- ❖ Diploma: Bachelor's Degree in Business Administration/Linguistics

### SKILLS

German and English: Fluently spoken and written

French: Basics

### REFERENCES

Upon request