

Adena Sis

Scheduling Manager

Profile

Detail-oriented Scheduling Manager with 2 years of experience in efficiently managing schedules and resources to optimize productivity. Skilled in coordinating cross-functional teams, streamlining processes, and implementing scheduling software. Demonstrated ability to identify opportunities for improvement while maintaining strong relationships with clients and staff. Adept at balancing competing priorities and ensuring timely project completion.

Employment History

Scheduling Manager at North Dakota Scheduling Solutions, ND

May 2023 - Present

- Successfully reduced scheduling conflicts by 25% within the first six months of employment by implementing a new scheduling software and streamlining communication processes between departments at North Dakota Scheduling Solutions.
- Increased client satisfaction rates by 15% in the first year through proactive management of scheduling adjustments and timely resolution of issues, leading to a higher rate of client retention for North Dakota Scheduling Solutions.
- Trained and developed a team of five scheduling coordinators, resulting in a 20% improvement in efficiency and effectiveness within the department, which contributed to a 10% overall increase in company revenue in the first two years.

Assistant Scheduling Manager at ND Timetable Management Services, ND

Jul 2021 - Apr 2023

- Successfully streamlined the scheduling process for over 200 clients, reducing average turnaround time by 30% and increasing overall customer satisfaction by 20%.
- Implemented an innovative scheduling software that improved efficiency and reduced manual errors, resulting in a 15% reduction in scheduling conflicts and a 10% increase in team productivity.
- Played a key role in securing 50 new clients for ND Timetable Management Services within a year, contributing to a 25% growth in company revenue.
- Developed and executed a comprehensive employee training program, leading to a 40% reduction in scheduling errors and a 35% improvement in staff performance.

Education

Bachelor of Business Administration in Operations Management at University of North Dakota, Grand Forks, ND

Sep 2016 - May 2021

Relevant Coursework: Operations Management, Supply Chain Management, Logistics, Lean Manufacturing, Quality Control, Project

Details

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Links

linkedin.com/in/adenasis

Skills

Time-management

Prioritization

Adaptability

Collaboration

Microsoft Project

Resource allocation

Conflict resolution

Languages

English

Mandarin

Hobbies

Photography

Gardening

Cooking and experimenting with new recipes