

Rachel Duarte

MAINTENANCE SCHEDULER

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SUMMARY

Maintenance scheduler with 4 years in industrial maintenance, building weekly and outage schedules for 5 crews at a paper mill in SAP and Microsoft Project. Tracks schedule compliance with Microsoft Excel pivot tables, coordinates downtime windows with operations, and brings organizational skills to busy shutdown seasons. Comfortable reading equipment manuals and mechanical drawings to estimate crew hours.

EXPERIENCE

Maintenance Scheduler

03/2024 - Present

Mobile Bay Paper Co.

Mobile, AL

Scheduler for a 2-machine containerboard mill with 140 maintenance employees.

- Build the weekly schedule for 5 crews and 300+ work orders in SAP, matching labor hours to planned jobs.
- Coordinate equipment downtime windows with operations each Thursday, reaching 90% schedule compliance in 2025.
- Scheduled a 6-day annual outage of 1,100 tasks in Microsoft Project, including contractor and crane timing.
- Report backlog and preventive maintenance completion with Microsoft Excel pivot tables for the maintenance manager.

Maintenance Clerk

06/2022 - 02/2024

Azalea Marine Repair

Mobile, AL

Clerk at a ship repair yard servicing tugs, barges and offshore supply vessels.

- Entered 150 work orders a week into the CMMS and attached drawings, parts lists and permits.
- Tracked contractor hours and parts invoices for about 12 active vessel jobs at a time.
- Sent daily crew assignments by Outlook to 4 foremen and posted changes by noon.
- Set up a tagged parts staging area that cut time spent searching for parts on dock jobs.

Operations Office Assistant (Part-Time)

09/2020 - 05/2022

Gulf Pines Distribution

Mobile, AL

Part-time office role at a building materials warehouse while in college.

- Scheduled forklift and dock door maintenance for 18 pieces of equipment with the service vendor.
- Entered delivery tickets and fuel logs for 9 trucks into Microsoft Excel each week.
- Logged driver and customer calls on a 4-line phone system and routed each request to dispatch.

SKILLS

<u>Scheduling</u>	<u>SAP</u>	<u>CMMS</u>	<u>Microsoft Project</u>	<u>Microsoft Excel</u>	<u>Pivot Tables</u>	<u>Outlook</u>
<u>Preventive Maintenance</u>	<u>Organizational Skills</u>	<u>Communication Skills</u>				

EDUCATION

Bachelor of Science in Business Administration

05/2022

University of South Alabama
Management

Mobile, AL

CERTIFICATES

Maintenance Planning and Scheduling Certificate

09/2024

Life Cycle Engineering