

JACKIE LYNN D. PALAGANAS

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EDUCATION

June 2000 – April 2005

Saint Louis University, Baguio City

BACHELOR OF SCIENCE IN INDUSTRIAL ENGINEERING

- Knowledgeable in the analysis of product and service requirements, planning of cost effective production, methods engineering, human-factors engineering, plant lay-out, capital investment analysis, production and cost control, and project management.

PROFESSIONAL EXPERIENCE

GreenChat

October 2017 – February 2018

Lead Entry Specialist

- Encodes required information on client website form; Ensures data completeness and accuracy prior submission of filled-up form within the provided time period.

Nicera
Philippines
Inc.

June 2008 – February 2017

Logistics Manager/Assistant Logistics Manager (2016 ~ 2017)

- Consolidates and reviews daily, weekly and monthly overall reports of the department particularly production plan vs. actual (quantity and amount), material requirement and arrivals for the month, freight in and out cost, sales cost and throughput amount; Reviews and tallies monthly cost declarations connected to Financial Statement/Profit and Loss sheet in relation to material used and remaining inventory stocks; Reviews quotation of new models for approval; Manages manpower issues and movements such as attendance, hiring, transfers and salaries; Implements and monitors progress of improvement activities related to cost down, reports accuracy and manpower efficiency. Ensures monthly target is met to achieve desired company profit as to be computed by Finance section.

Logistics Officer (2012 ~ 2016)

- Supervises and ensures proper synchronization of overall activities involving different logistics functions mainly planning, warehousing, purchasing and sales; proposes and implements system improvements with regards to internal logistics transactions as well as external departmental interactions; Creates quotation of new models for checking and approval of Senior Module Division Manager.

Production Planner II (2008; 2010 ~ 2012)

- Verifies/confirms sales orders; Ensures availability and on-time arrival of needed resources (raw materials thru MRP creation and submission to purchasers, manpower and machine/tools thru manpower computation using takt time and capacity planning);

Facilitates meetings and communicates with concerned functions on production issues as per created plan; Issues job orders and monitors actual vs. planned output; Submits daily shipment updates and monthly reports to concerned functions; Trains and assists newly assigned production planners.

Special Projects Officer/Assistant Production Engineer (2009 ~ 2010)

- Facilitates and coordinates execution of company-wide projects (i.e. new production lines, system improvements); Assists Senior Production Engineer in designing and implementing continual improvements thru designing, proposing, communicating and implementing activities related to production processes.

**Hitachi
Terminals
Mechatronics
Phil. Corp.**

November 2007 – April 2008

Process Engineer/Production Planner

- Plans and monitors parts production specifically in Cutting Parts section; Provides shop orders based on customer orders; Controls production quantity and inventory stock; Checks necessary raw materials for parts processing; Reports monthly production achievement and targets; Commits priority parts delivery based on machine and manpower capacities.

**Texas
Instruments
Phil Inc.,
Baguio City**

February 2007 – July 2007

Engineering Apprentice – Industrial Instruments Technician/ Manufacturing Supervisor

- Facilitates and monitors area productivity and efficiency; Aligns manpower as per process requirement; Coordinates and confirms with other manufacturing departments regarding course executions; Provides written and oral report on area condition and help need.

**Nidec Subic
Corporation,
Olongapo City**

August 2005 – October 2006

Production Line Leader

- Monitors assembly and inspection processes; Facilitates and improves line efficiency and productivity; Checks manpower set-up and qualifications; Confirms and discharges non-production related items such as manpower attendance, training and employee contract updates.

SEMINARS / TRAININGS

November 25, 2016

Model International Sales Contracts

Pavel Andrlé – Banking Commission of ICC Czech Republic
Manila Marriott Hotel, Pasay City, Philippines

January 23, 2013

SAP Business One

Floreffe A. Conde – APPTechnology Experts, Inc.
Subic Techno Park, Subic Bay Freeport Zone

November 18, 2011

Supervisory Development Program

Vanda O. Tanjuakio – Trust International Paper Corporation
Mabalacat, Pampanga

November 18, 2010	Production Planning and Production Control Mototsugu Ito – Association of Overseas Technical Scholarship First Philippine Industrial Park, Batangas
November 26, 2008	Fundamentals of Methods Study Jonjon M. Rayala – Mondriaan Aura College Subic Techno Park, Subic Bay Freeport Zone
June 28, 2008	Business Etiquette Seminar Myra F. Concepcion – Nicera Philippines Subic Techno Park, Subic Bay Freeport Zone

SKILLS / ACHIEVEMENTS

Able to speak Ilocano, Tagalog and English
 Proficient in Microsoft Programs applications (Word, Excel, PowerPoint)
 Basic SAP System Applications

Staff of the Month, September 2008 – Nicera Philippines Inc.
One of the Top Employees of the Year, December 2009 – Nicera Philippines Inc.
One of the Top Employees of the Year, December 2013 – Nicera Philippines Inc.

REFERENCES

Jomar Ramos
 Production Manager (Module Department)
 Nicera Philippines Incorporated
 +63 (977) 8491 564

Anneliese Taruc
 Logistics Senior Executive
 Mabuhay Interflour Mill Inc.
 +63 (905) 2805 768

Jelanie Galvan
 Engineer
 Federal Express Pacific LLC
 +63 (998) 5357 217

PERSONAL DATA

Age: 35	Date of Birth: May 21, 1983
Height: 155 centimeters	Weight: 64 kgs.
Sex: Female	Civil Status: Married
Nationality: Filipino	Religion: Roman Catholic

