

Joilo M. Sumayang

8 Asuncion St. Brgy Sta. Monica, Novaliches Quezon City

Email: joilo.sumayang.macc@gmail.com

Contact #: 0917-8984850 / 0933-4435007



OBJECTIVES:

Seeking a challenging career that utilizes my skills in my area of competence and enriches my knowledge, and gives me a chance to be part of a team that contributes towards the growth of the organization, thereby yielding the twin benefits of job satisfaction and convenient professional growth.

WORK EXPERIENCES:

POSITION: Sales Engineer
COMPANY: MAN Automotive Concessionaires Corporation
DURATION: May 15, 2014 – Present

Duties and Responsibilities:

- ✓ Meeting and liaising with clients to discuss and identify their requirements;
- ✓ Working with agency colleagues to devise an advertising campaign that meets the client's brief and budget;
- ✓ Presenting, alongside agency colleagues (particularly the account manager), the campaign ideas and budget to the client;
- ✓ Working with the account manager to brief media, creative and research staff, and assisting with the formulation of marketing strategies;
- ✓ Liaising with, and acting as the link between, the client and advertising agency by maintaining regular contact with both, ensuring that communication flows effectively;
- ✓ Negotiating with clients and agency staff about the details of campaigns;
- ✓ Presenting creative work to clients for approval or modification;
- ✓ Monitoring the effectiveness of campaigns;
- ✓ Undertaking administration tasks;
- ✓ Arranging and attending meetings

POSITION: Account Executive
COMPANY: 11FTC Enterprise, Inc.
DURATION: November 5, 2013 – April 30, 2014

Duties and Responsibilities:

- ✓ Meeting and liaising with clients to discuss and identify their advertising requirements;
- ✓ Working with agency colleagues to devise an advertising campaign that meets the client's brief and budget;
- ✓ Presenting, alongside agency colleagues (particularly the account manager), the campaign ideas and budget to the client;

- ✓ Working with the account manager to brief media, creative and research staff, and assisting with the formulation of marketing strategies;
- ✓ Liaising with, and acting as the link between, the client and advertising agency by maintaining regular contact with both, ensuring that communication flows effectively;
- ✓ Negotiating with clients and agency staff about the details of campaigns;
- ✓ Presenting creative work to clients for approval or modification;
- ✓ Monitoring the effectiveness of campaigns;
- ✓ Undertaking administration tasks;
- ✓ Arranging and attending meetings

POSITION: PLANNER
COMPANY: 2x2 Design Inc.
DURATION: June – October 2013

Duties and Responsibilities:

- ✓ Receive requests from other planner, sales personnel, engineering, and coordinators
- ✓ Plan the daily production schedule and target according to customer orders and plant capacity. Ensure that the plans are aligned and met
- ✓ Make and monitor material plans and target. Ensure that the plans are aligned and met in mass production
- ✓ Coordinate w/ material controller to make sure that there are always enough inventories of materials for use in the needed shifts.
- ✓ Coordinate with the other planners, account executives and sales coordinators, engineering, fields and services regarding accomplished projects, issues and other inquiries/issues.
- ✓ Coordinate w/ operations regarding work schedule
- ✓ Coordinate with partners/contractors if needed.
- ✓ Ensure that all necessary documents are turned over to supervisors such as work instruction, files, and/or approved samples.
- ✓ Control and supervise jobs of checker.
- ✓ Coordinate with Product Development team regarding materials changes for costing purposes and with Cost Accounting team regarding bid pricing of projects.
- ✓ Submit delivery request with Logistics.
- ✓ Coordinate with purchasing team for job-out.
- ✓ Develop and suggest procedures, or best approaches that may increase the team efficiency and improve the department's KPI.
- ✓ Submit reports such as, but not limited to:
 - a. Production Schedule
 - b. Production Targets vs. Actual
 - c. Checkers Report – reject reports, overprint reports & inventory reports/printed.
- ✓ Other duties may be assigned from time to time by Digital Department Officer.

POSITION: PPIC Planner – Special Project
COMPANY: Centro Manufacturing Corporation
DURATION: February 2012 – April 2013

Duties and Responsibilities:

- ✓ Receive request from sales coordinators, engineering and production.

- ✓ Planning and scheduling from 2d drawing, parts drawing, PR preparation, assembly, production, installation, up to delivery of unit.
- ✓ MONITORS PRODUCTION PLAN VS. ACTUAL.
- ✓ UPDATE CONCERN PERSONNEL'S REGARDING WITH ISSUES AND CONCERNS.
- ✓ PREPARE PO OF EVERY DRAWING FOR STAMPING.
- ✓ COORDINATES WITH STAMPING DEPARTMENT FOR DRAWING ISSUES AND WORK-IN-PROCESS PARTS.
- ✓ COORDINATES WITH WAREHOUSE AND PRODUCTS AND COMPONENTS TEAM FOR FINISHED GOODS AND MATERIAL completion.
- ✓ Coordinates with Production team to start the assembly if the parts are complete.
- ✓ Coordinates the delivery & movement of WIP and other critical materials
- ✓ Attend daily Huddle Meeting to update project status in all concern department
- ✓ Assign and schedule unit of chassis to be pull-out.
- ✓ Closely coordinate with relevant departments to eliminate delays
- ✓ Submit report such as:
 - a. Daily Reports
 - b. Weekly Reports
 - c. Monthly Reports
 - d. Quarterly Reports
 - e. Mid-year Reports
 - f. Year-end Report

POSITION: Production Planner – O.E.M. Products

COMPANY: Centro Manufacturing Corporation

DURATION: June 7, 2011 – July 5, 2012

Duties and Responsibilities:

- ✓ Receive P.O. from sales and coordinators
- ✓ Prepare weekly schedule in every section/assembly such as metal assembly, painting section, trim-line section, PDI (Pre-Delivery Inspection) and Delivery.
- ✓ Prepare schedule based on outgoing & incoming cab chassis.
- ✓ Coordinate with sales regarding First in / First out (FIFO) of cab/chassis and rush/special cab/chassis unit.
- ✓ Coordinates with Production team to start the assembly if the parts are complete.
- ✓ Prepares production output and progress report to management
- ✓ Coordinates w/ warehouse & P&C (Parts & Components) team with locking parts.
- ✓ Attend daily Huddle Meeting to update project status in all concern department
- ✓ Assign and schedule unit of chassis to be pull-out.
- ✓ Closely coordinate with relevant departments to eliminate delays
- ✓ Submit report such as:
 - g. Daily Reports
 - h. Weekly Reports
 - i. Monthly Reports
 - j. Quarterly Reports
 - k. Mid-year Reports
 - l. Year-end Reports

SEMINAR & TRAININGS:

- 1. LF-02a TG Series General Training**
MAN Automotive Concessionaires Corporation
July 15-16, 2015
- 2. LFC-01a CLA Introduction**
MAN Automotive Concessionaires Corporation
July 9-10, 2015
- 3. BF-02a Introduction and Maintenance to Bus Chassis R39**
MAN Automotive Concessionaires Corporation
July 2-3, 2015
- 4. 39 Ways to Close More Sales**
MAN Automotive Concessionaires Corporation
(Powermax Consulting Group Inc.)
November 28, 2014
- 5. Effective People Handling Skills for Manager & Supervisor**
11FTC Enterprises, Inc.
September 5, 2013
- 6. Corrective Action & Preventive Action (CAPA)**
Centro Mfg. Corp. (Rosehall Management Consultants Inc.)
August 2011

SKILLS:

- ✓ Good communication and interpersonal skills
- ✓ Able to interact with people at all levels
- ✓ Excellent analytical and problem solving skills
- ✓ Knowledgeable at MS Word, MS PowerPoint, MS Excel.
- ✓ Work Measurement, Production Planning and Control, Kaizen, 5S, Kanban
- ✓ Driving w/ restriction of 1 & 2.

ABILITIES:

- ✓ Flexible & Adaptable
- ✓ Analyzing & Investigating
- ✓ Planning & Organizing
- ✓ Positive Attitude
- ✓ Patient
- ✓ Team Player
- ✓ Time Management
- ✓ Self-Awareness
- ✓ Lifelong Learning

EDUCATIONAL ATTAINMENT:

Tertiary: **Bachelor of Science in Industrial Engineering**
Quezon City Polytechnic University
Sinforosa St. San Bartolome Quezon City
2007-2011

Secondary: San Bartolome High School
Sinforosa St. San Bartolome Quezon City
2002-2006

Primary: Novaliches Elementary School
Brgy. Gulod, Novaliches Quezon City
1996-2002

PERSONAL INFORMATION:

Date of Birth: 21th day of March, 1990

Place of Birth: Quezon City

Gender: Male

Age: 25 years old

Civil Status: Single

Citizenship: Filipino

Religion: Born Again Christian

Height: 5'7"

Weight: 63 kgs.

Father's Name: Supriano Sumayang

Occupation: Mason/ Carpenter

Mother's Name: Perlisa Sumayang

Occupation: House wife

Language or dialect you can speak: Tagalog, English & Bisaya

CHARACTER REFERENCE:

Mr. Dennis Quitar

Sales Engineer
MAN Automotive Concessionaires Corp.
0917-8466959

Mr. Feliciano Puno

Technical Trainer
MAN Automotive Concessionaires Corp.
0923-8623188

Ms. Cherry Andaya

Product Dev. / Engineering / Special Project Manager
Centro Mfg. Corporation
417-6337 / 0922-839-3713

I hereby attest that the information given above were true and correct with all my beliefs and knowledge.


Joilo M. Sumayang
Applicant