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## MA. ALMA S. LANUZA

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0912-0142889

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### OBJECTIVE

Experienced Printing Estimator in search of reputable company where I can fill this position and enhance my skills while becoming a valued member of team.

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### EXPERIENCE

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**PRODUCTION PLANNING MANAGER/COST ESTIMATOR  
NITTO PRINTING, INC.**

(February 23, 2006 - June 26, 2020)

**PRODUCTION PLANNING SUPERVISOR/COST ESTIMATOR**

**VANTAGE POINT PRINT HOUSE, INC.**

(September 17, 2020-up to September 30, 2021)

**COST ESTIMATOR**

**Sweet Dynamics Corporation**

(October 4, 2021-up to Present)

### Production Operations

- Estimates production resources
- Ensure effective and efficient production planning on a day-to-day basis
- Prepare operator's daily job schedule – released before going home
- Job order computation (Pre-press to prepared by)
- Job order preparation – ensures that job status, job order number, company name, job title, quantity and paper used are duly filled out.
- Material Requirement Planning and Inventory Management.
- Make sure the availability of raw materials, machines/Equipment and Manpower during production.
- Production resources through effective and efficient planning with compliance to customer's specification and requirements.
- Monitor production activity and data to develop



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## Cost Estimator

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### SKILLS AND ABILITIES

- Good understanding of the market and business environment that effects company and its clients.
  - Develop and achieve department / company goals and controls. Make suggestions for improvement in areas of cost reduction, processes, quality and productivity.
  - Works with customer and recommends modifications to produce what the customer needs while staying within the customer's budget.
  - Estimates labor and material costs of printing.
  - Makes recommendations to change cost center rates when appropriate.
  - Receive and analyze incoming RFQs.
  - Develop a manufacturing plan based on written specifications
  - Examines specifications, sketches and samples layouts and calculates units and production costs.
  - Determine costs effective and competitive price.
  - Provide production estimate based on final (as ordered) specifications to insure selling price is acceptable. Provide cost estimate for alternative equipment when least cost equipment is not available.
  - Estimate the most cost-effective production plan for client.
  - Apply the production steps and associated costing of all equipment in the plant.
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**EDUCATION**

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**BACHELOR OF SCIENCE IN COMPUTER SCIENCE**  
**Arellano University**  
Manila Philippines

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**AMADEO NATIONAL HIGH SCHOOL**  
SECONDARY

**AMADEO ELEMENTARY SCHOOL**  
PRIMARY

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**SEMINARS**

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**LEVEL UP LEADERSHIP**

E'S BAR, EDSA SHANGRI-LA HOTEL,  
MANDALUYONG CITY  
NOVEMBER 18-19, 2014

**DEVELOPING THE LEADER WITHIN YOU  
WORKSHOP**

SULU FUNCTION RM., EDSA SHANGRI-LA,  
MANDALUYONG CITY  
OCTOBER 28-29, 2014

**WINNING MORE SALES DURING TOUGH TIMES**

THE HERITAGE HOTEL, MANILA  
SEPTEMBER 29, 2014

**MANAGING DIFFICULT AND DEMANDING  
CUSTOMERS**

THE HERITAGE HOTEL, MANILA  
AUGUST 20, 2014

