

# PAOLO MIGUEL LAXAMANA

## MANUFACTURING SUPERVISOR

### Profile

Experienced Supervisor with 13 years of expertise in managing large groups of manufacturing operators, assigning tasks to each, organizing daily operations and providing feedback to management that may help make processes more efficient.

### EXPERIENCE

#### MANUFACTURING SUPERVISOR

Texas Instruments Philippines Inc. | Clark Philippines

##### February 2011 – Present

- Responsible for the development and implementation of activities in the production area(s) to meet goals, quality, and cost objectives.

Recommends and develops personnel to ensure the efficient operation of the production function.

- Develops schedules and manpower requirements for assigned areas.
- Receives predetermined work assignments with specific instructions.

Directs subordinates to achieve assignments using established guidelines, procedures, and policies.

Interacts daily with subordinates and/or functional peer groups.

Provides immediate supervision to a unit or group of employees, assigning tasks and checking work at frequent intervals.

- A portion of time is normally spent performing individual tasks related to the unit or sub-unit.

Supervises semi-skilled nonexempt employees (assemblers, operators, clerical support).

Planning, Leading, Organizing, Monitoring and Controlling Skills, Interpersonal Skills.

#### MANUFACTURING SUPERVISOR (APPRENTICE)

Texas Instruments Philippines Inc. | Clark

##### June 2010 – November 2010

#### TECHNICAL SUPPORT (ON-THE-JOB TRAINING)

ComClark Network and Technology Corp. | Clark Philippines

##### November 2009 – February 2010

- PC Hardware / Software Troubleshooting
- Operating Systems (Windows OS)
- Networking (Cisco)
- Data Encoding (Microsoft Office)

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### EDUCATION

#### BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

Holy Angel University

2005 - 2010

#### SECONDARY

SCHOOL Holy Angel

2001 - 2005

### SKILLS

- Organized
- Team Leadership
- Training new Employee
- Delegate schedule
- Collaboration Skills
- Resistance to stress
- Positive attitude
- Goal-Oriented

### TECHNICAL

- PC Hardware / Software Troubleshooting
- Operating Systems (Windows OS)
- Networking (Cisco)
- MS Office
- SAP

### TRAINING ATTENDED

#### DALE CARNEGIE TRAINING

Texas Instruments Philippines Inc.  
January 2012 - April 2012