**Marlon**

[**Marlon.166797@2freemail.com**](mailto:Marlon.166797@2freemail.com)

**OBJECTIVES**

To obtain a job where I could secure a cooperative education in the field of Industrial Engineering that will challenge and strengthen my education for the glory of God and for the benefit of my employer, the community and myself in real applications.

**WORK EXPERIENCE**

* **(SUPPORT COORDINATOR) -** The Knowledge Hub (Century Plaza Bldg., Jumeirah Beach Road Jumeirah 1)

**(August 2017 – present)**

* In charge for School Management System Software
* Manage and Supports ICT Education products
* Education Projects Coordination and Execution
* Involved in Curriculum Development and Support
* Handling and Updating Content Management
* **(QUALITY CONTROL ANALYST) –** Interior Crafts of the Island (ICI)

**(October 2015 – March 2016)**

* **Document Controller**
* **Procurement Officer**
* Assigned in Quality Assurance Department
* Quality Control Analyst
* Report and Propose recommendation for Continuous Improvement
* Control all aspects of project documentation on multiple simultaneous projects, utilizing various control methods/systems.
* Prepare, operate and update Document Control Procedures in line with the Company’s Document Management System.
* Ensure proper document control support is given to each project.
* Produce and maintain Document Progress Reports to Project Managers.
* **(OFFICE STAFF / OFFICE ASSISTANT / CLERK – INDUSTRIAL ENGINEER)** – Treasure Island Industrial Corporation as an Industrial Engineer.

**(April 2016** – **June 2016)**

* **Storekeeping (Storekeeper)**
* **Warehousing**
* **Maintenance in Charge**
* Set the Standard Time
* Propose recommendation for Continuous Improvement /
* Handle the Manpower
* Perform the Time and Motion Study
* Collect, count, and disburse money, do basic bookkeeping and complete banking transactions.
* Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders and address complaints.
* Answer telephones, direct calls and take messages.
* Compile, copy, sort, and file records of office activities, business transactions, and other activities.
* Complete and mail bills, contracts, policies, invoices, or checks.
* 5s / Applying for Lean Manufacturing
* **(SALES AND MARKETING – SALES, MARKETING AND ACCOUNT STAFF) –** Bon Ace Fashion Tools Incorporated.

**(June 2016 – October 2016)**

* Able to talk customers both Local and International
* Sales talk, Provide and Assist the Customer,
* Proposed and Recommend for Continuous Improvement
* Persists in sales even in the face of failure
* Demonstrates products and services as deemed necessary by clients and management
* Schedules appointments and meetings as necessary
* Answers questions from clients
* Makes product knowledge readily available to self and other sales people through various resources
* Finds ways to sell products in the face of a down market
* Researches client base to find new types of customers and sells to them accordingly
* Creates a plan for gaining customers and then retaining them based on warranties or guarantees
* Analyzes and creates a plan for engaging the target market
* Analyzes the competition to create a plan for engagement
* **MATERIAL COORDINATOR -** Bon Ace Fashion Tools Incorporated.

**(October 2016 –** **March 2017)**

* Coordinates and expedites flow of materials, parts, and assemblies between sections or departments, according to production and shipping schedules or department priorities, and compiles and maintains manual or computerized records
* Requisitions material and establishes sequential delivery dates to departments, according to job order priorities and material availability.
* Inform management and compile reports/summaries on activity areas
* Examines material delivered to production departments to verify conformance to specifications.
* Arranges in-plant transfer of materials to meet production schedules.
* Computes amount of material required to complete job orders, applying knowledge of product and manufacturing processes.
* (**RECEPTIONIST / USHER – CUSTOMER SERVICE REPRESENTATIVE) –** Oakridge Pavilion Hotel Cebu City

**(August 2016 – February 2017 PART TIME JOB)**

* Assist the upcoming and outcoming customers
* Welcoming the customers
* Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately
* Answering screening and forwarding incoming phone calls
* Receiving and sorting daily mail

**EDUCATIONAL ATTAINMENT**

**Tertiary :** Bachelor of Science in Industrial Engineering

Cebu Technological University

M.J. Cuenco Cebu City (2012 – 2017)

ISO 9001:2008 Quality Management System Certified

**SKILLS AND INTERESTS:**

* Oriented in Microsoft Office Applications such as Microsoft Word, Microsoft Excel and Microsoft PowerPoint.
* Knowledgeable of Accounting.
* Good Leadership and Good interpersonal relationship as well as communication skills.
* Knowledgeable of Statistical Process Control and techniques as well as its application.
* Knowledgeable of Time and Motion Study / Process Development / Autocad
* Can work with less supervision and work under pressure
* Can speak well in English Language
* Can assist the customer with right manner and pleasing personality

**SEMINARS AND TRAINING ATTENDED**

**Leadership Training**

Balamban

October, 2015

**“Build Self-Confidence and My Job Search”**

Students Activity Center CTU

December 3, 2014

**“My Personality “**

Students Activity Center CTU

August 18, 2014

**“IE THE CATALYST ENGINEER:**

Exist to change and promoting improvement”

CTU-MC Kasadya Gym

June 28,2013

**IE Plant Tour**

“Browsing Industrial Engineering in the Real IE World”

Gardenia Bakeries Inc.

Pentax-Ricoh

Multimax Industries Corp. (URATEX)

March 12, 2015

**AWARDS AND ACKNOWLEDGEMENT**

* Deans Lister in AMA Computer College from the School Year 2011 -2012, 1st Semester in Bachelor of Science in Information Technology.
* Certificates receive from trainings and seminars.
* Certificate of Completion in Research Study / Company Study from the Company Interior Crafts of the Island.
* Certificate of Completion of On the Job Training from the company Treasure Island Industrial Corporation.
* Certificate receives of representative in Mr. Industrial Engineering – Cebu Technological University Main Campus year 2014.

**PERSONAL PARTICULARS**

Date of Birth : June 22, 1995

Place of Birth : Cebu City

Gender : Male

Age : 22

Height : 5’2’’

Weight : 50 kgs.

Civil Status : Single

Nationality : Filipino

Religion : Roman Catholic