EDGARDO

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**Profile:**



A qualified person with ability to work independently, experienced working with people at all levels of the organization, a team leader who is able to meet company expectations in highly professional manner, possesses good communication skills, have excellent technical skills, familiar in using Microsoft office suite, Outlook, a well trained in operating, repair and maintenance of different manufacturing machines, and experienced in customer related assistance and coordination.

**Educational Attainment:**

Electrical Engineering Technology (EET)

Technological University of the Philippines (Graduate)

**WORK EXPERIENCE:**

**Food & Events Coordinator/ Attendant/ Waiter**

**Jack & Jenn Restaurant & Catering Services**

**Oct 2012 – Nov 2013**

**Las Pinas City, Philippines**

*Key Tasks:*

* Responsible for coordinating events, including planning menus, booking musicians, hiring bartenders, others ensuring events runs smoothly.
* Help customers to plan and calculate budgets
* Sample food and select dishes for menus and suggest to client
* Schedule speakers, vendors, and participants
* Manage correspondence and invitations
* Record and keep inventories of display materials, projectors, computers
* Assist hiring of staff when needed
* Back up staff/waiters during the event, while spearheading the event.
* Prepare and submit necessary reports

**Customer Service Assistant**

**March 2012 – Oct 2012**

**S&R Supermarket Department Store / Warehouse**

**Muntinlupa City, Philippines**

*Key Tasks:*

* Assist and direct customers inside the Store/Warehouse
* Assist Cashiers and customers with items bought
* Re-stock Shelves/ Remove nearly expiry products
* Conducts Inventory /Provide report
* Attend trainings as required

**Mixer Operator (Laser printer toner)**

**Oct. 05, 2011- Jan 20, 2012**

**CIT (Creative Imaging Technology Co., Ltd)**

**Wolmi Dong, Gongju City, Chungchengnam Do, Korea**

(Manufacturer of Colored Laser Printer Toner)

*Key Tasks:*

* Conduct proper measurements of chemicals needed for the production of laser toners
* Ensures On time mixing of chemicals
* Conduct preventive maintenance of mixing machines and testers.
* Ensures quality and quantitative amount of laser toner needed for the shift.

**PCB Etching / Cleansing Operator**

**Aug. 19, 2009 – Jul 06, 2011**

**JTech**

**Danwon-gu, Ansan City, Gyeonggi-Do, South Korea**

(Printed Circuit Board design)

*Key Tasks:*

* Prepare machines, equipment and materials needed for the production printed circuit boards.
* Operate conveyor machines and other equipments in PCB cleansing area.
* Responsible for feeding PCB card to be cleans in cleansing area.
* Responsible for cleaning of silk screens and other equipment used by production.
* Conduct preventive maintenance on all conveyor machines.
* Transport and receives PCB card to be etch in the etching area.

**Machine Operator (Printing/Cutting Dept.)**

**Nov. 29, 2005- June 29, 2009**

**Myeongil C&B**

**Incheon, Gwangyeok City, Gyeyang-gu, Jakjeon dong, South Korea** (Manufacturer of Pulp paper and Corrugated Box Product)

*Key Tasks:*

* Prepare corrugated box sheets to be use in printing and cutting machines.
* Prepare and set up machines and equipment needed in production of corrugated box to be printed and cut.
* Responsible for operating of printing/cutting machines.
* Responsible for feeding of corrugated box sheets to be cut in cutting area.
* Conduct preventive maintenance of printing/cutting and strap machines.
* Ensures quality and quantity of finished products.
* Responsible for filling of finished product to be transported in a stock area.

**Failure Analysis Quality Assurance Technician (3.5”, 2.5” & 1.8” PCBA, QA Dept.) cum Maintenance Test Technician (3.5”, 2.5” & 1.8” PCBA, Production Dept.)**

**April 1, 2003 – Oct. 21, 2005**

**Hitachi Global Storage Technologies Philippines Corp.**

**Special Export Processing Zone, Laguna Technopark, Binan, Laguna, Philippines (**Manufacturer of 3.5”, 2.5” & 1.8” Hard Disk Drive)

*Key Tasks: (FAQA Tech)*

* Perform QA confirmation test to determine the validity of functional failures
* Assist FA engineers in performing some simple / routine FA job
* Perform periodic calibration and preventive maintenance on QA instruments / equipment or testers.
* Coordinating and preparing for the QA software release.
* Performing QA testers’ conversion

*Key Tasks: (Maintenance Tech)*

* Perform line support for all function circuit tester in line with testing of PCBA by responding to trouble reported by operators.
* Perform tester’s uptime conditioning by trouble shooting, repair analysis and on time action implementation.
* Conduct preventive maintenance for all FCT jigs and other test line equipment.
* Monitor and control of Hard Disk Drives (HDD) and Hard Disk Assembly (HDA) used by the production, Includes NG verification, and data gathering through summary usage and consumption.
* Conduct ESD grounding and control, by daily checking of grounds and ground monitors at the start of the shift.
* Control and handles equipment and tools at the test area.
* Monitoring and control of spare parts and other equipments used by the production through daily, weekly and monthly inventory.
* Perform IDE board trouble shooting and recovery.
* Conduct evaluation, base on jig performance.

**Maintenance Test Technician (2.5” PCBA, Production Department)**

**June 26, 2002 – Mar. 31, 2003**

**ODAWARA Customs Manufacturing System Co. Ltd.**

**Hitachi Computer Products (Asia) Corp,**

**Special Export Processing Zone, Laguna Technopark, Binan, Laguna, Philippines (**Manufacturer of 1.8”, 2.5” and 3.5” PCBA Card)

*Key Tasks:*

* Perform sustaining work on all Function Circuit tester and jigs used by entire production from cell, debug and QA stations.
* Responsible for line support for the production of PCBA by responding to trouble report of operators.
* Perform FCT model conversion and set up, using installation of new programs in support for ongoing production.
* Conduct preventive maintenance for all FCT machines and test line equipment.
* Conduct ESD grounding and control, by daily checking of grounds and ground monitors.
* Control and handles equipment and tools at the test area.
* Conduct initial checking of Hard Disk Drives and Hard Disk Assembly endorsed by warehouse to be store and use for the production.
* Conduct HDD recovery thru data adjusts.
* Monitoring and control of Hard Disk Drives and Hard Disk Assembly used by the production.
* Monitoring and control of spare parts and other equipments used by production.

**Test Technician (Production Engineering Department)**

**July 19, 2002 – Jan 31, 2000**

**NEC Computer Storage Philippines, Inc**

**Laguna Technopark, Biñan, Lagun**

(Manufacturer of Hard Disk Drive-HDD)

*Key Tasks: (Test Technician)*

* Performs trouble shooting and repair of V3 Testers and other equipment.
* Conduct preventive maintenance for all test line equipment
* Continuous line support for the production of HDD by responding to trouble report of operators
* Perform assembly and set up of DMA 100 tester to be release to line.
* Performs calibration, monitoring and periodic check of equipments
* Ensures implementation of Manufacturing Process Instruction to be observed at the area.

**Trainings & Seminars**

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Courtesy & Food Safety, November 2012, BF Las Pinas City, Philippines

Korean Language and Korean Culture Seminars, Nov 29, 2005 to November 30,  Incheon, Gyeongi-do, South Korea

Pre Departure Orientation Seminar (PDOS), for Employment Permit System in Korea, Conducted by DOLE and OWWA,, Oct. 19, 2005 to November 5,  POEA Building Mandaluyong City Philippines Occupational Safety and Health (OSH), Oct. 19, 2005 to November 5, 2005, Diliman Q.C. Philippines

Korean Language and Korean Culture Seminars, Oct. 19, 2005 to November 5,  TESDA Taguig City, Philippines

Operator’s Orientation and Basic Technical Training, Odawara CMS, SEPZ Laguna Philippines  Inventory Management Seminar, Nov. 2000, NEC-CSPI, SEPZ Laguna Philippines 

ISO 14001, July 2000, NEC Computer Storage Phils. Inc. , SEPZ Laguna Philippines 

On The Job Training (OJT) ROHM Electronics Phils. Inc., Nov. 3, 1997 to April 3, 1998, Carmona Cavite Philippines

**PERSONAL DATA**

Civil Status: Single

Citizenship: Filipino

Languages or dialect spoken: Tagalog & English

Visa Status: Tourist Visa

Person to contact in case of Emergency: Normita Abanil (sister)