**MANILYN**

C:\Documents and Settings\Honorio\Local Settings\Temporary Internet Files\Content.IE5\E9QFUDQJ\120px-BlackDot.svg[1].pngObjectives To achieve a position where my experience in office and technical operations is to be used to their fullest potential. To improved the standards of any company and to contribute long term goals.

C:\Documents and Settings\Honorio\Local Settings\Temporary Internet Files\Content.IE5\E9QFUDQJ\120px-BlackDot.svg[1].pngWork **OPTIS SMART MANUFACTURING PHILIPPINES INC.**

Experience **Gateway Business Park, Cavite City, Philippines**

**May 2013 to August 2015**

**QC Engineer (Engineer 1)**

**Duties & Responsibilities:**

* Maintain and update quality records per standard operational procedure.
* Prepare daily report using excel, Microsoft word and power point.
* Responsible for planning, organizing and managing the over-all activities

of OQC (Outgoing Quality Control).

* Monitors process changes and provide information to other members.
* Conduct internal quality audit to verify implementation and effectiveness

of corrective and preventive actions and to check current status in each process.

* Investigate and responds to corrective actions related to process

abnormalities, document control, training and external standards that

result to defective products.

* Facilitates meeting in other department to discuss the daily OQC results and

request corrective and preventive actions.

* Provide training for new model criteria/inspection standard.
* Perform sampling inspection of finished product according to defined

criteria using company standard and measurement before send to

costumer.

* Report to OQC supervisor or QC manager regarding OQC status.

**WORSYSTEM INC.**

**Kamias Road, Quezon City, Philippines**

**September 2012 to March 2013**

**Sales Executive**

**Duties & Responsibilities:**

* Identifies business opportunities by identifying prospects.
* Sells products by establishing contact and developing relationships with

clients.

* Provide right information, guidance and support to clients.

* Negotiating regarding price, costs, delivery and specifications

with company products.

* Making accurate rapid cost calculations and providing customers with

quotations.

**PHILIPPINE LONG DISTANCE TELEPHONE (PLDT)**

**On The Job Training (OJT)**

**Lucena City, Philippines**

**April 2011 – May 2011**

**Technical Support**

**Duties & Responsibilities:**

* Working with customers / employees to identify telephone problems and

advising on the solution.

* Logging and keeping records of customers / employees queries.
* Analyzing call logs for spot common trends and underlying problems.
* Updating self-help documents so costumers / employees can try to fix

problems themselves.

* Working with field engineers to visit costumers / employees if the

problem is more serious.

* Testing and fixing faulty equipment.

C:\Documents and Settings\Honorio\Local Settings\Temporary Internet Files\Content.IE5\E9QFUDQJ\120px-BlackDot.svg[1].pngEducation Bachelor of Science in Computer Engineering

Manuel S. Enverga University Foundation

March 2012

Hinguiwin National High School

Padre Burgos Quezon, Philippines

March 2006

Hinguiwin Elementary School

Padre Burgos Quezon, Philippines

March 2002

C:\Documents and Settings\Honorio\Local Settings\Temporary Internet Files\Content.IE5\E9QFUDQJ\120px-BlackDot.svg[1].pngTrainings & AutoCAD

Seminars MicroCadd Bacoor Cavite, Philippines

January 25, 2015 to March 22, 2015

7QC Tools

Optis Smart Manufacturing Philippines Inc.

September 2014

C:\Documents and Settings\Honorio\Local Settings\Temporary Internet Files\Content.IE5\E9QFUDQJ\120px-BlackDot.svg[1].pngAchievement/Award BEST OQC ENGINEER

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