**JANICE P. OSIS**

**WORK EXPERIENCE**

**Business Processing Associate II – VALIC CCS**

AIG (American International Group) Philippines

September 2013 to July 2016

* Used multiple processing systems effectively and handled multiple tasks simultaneously.
* High Production requirement and can make decisions under pressure.
* Maintained continuous improvement program for sustained performance.
* Render overtime when requested
* Supported team and company initiated activities and projects.

**Senior Lead Technician** (Screen Making/NTM Print/NOXE process)

Sunpower Philippines Manufacturing Inc.

July 2007 to November 2012

* Escalated issues and concerns or other tool abnormalities.
* Monitored processes.
* Supported PE/EE/Trainers in other activities related to process improvement.
* Acted as Senior Buddy to newly hired Lead Technician or cross trained Lead Technician.
* Checked lot integrity and ensured no discrepancy.
* Established and initiated ideas to continuously improve process.
* Performed minor trouble shooting and problem analysis.
* Updated charts, performed GUI and qualification of production run.

## **EDUCATIONAL ATTAINMENT**

2007 **Bachelor of Science in Computer Engineering**

SYSTEMS TECHNOLOGY INSTITUTE CALAMBA COLLEGE

**SKILLS**

Advanced Microsoft Windows Application (MsPowerpoint, MsExcel, MsWord)

Data Entry

Administration

Accuracy

Multitasking

Attention to details

Proficient in English

**PERSONAL DATA**

Nationality : Filipino

Availability : Immediate

**Job Seeker First Name / CV No: 1819404**

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