***Michael***

[***Michael.372643@2freemail.com***](mailto:Michael.372643@2freemail.com)

**SKILLS**:  Internal Quality Auditor (Philippines National Standard and ISO 9001); Understanding of quality and safety standards and requirements; experience managing quality programs in a processing facility; Good written and oral communication skills; collaboratively work with all organizational levels from top management to hourly team members; Excellent interpersonal skills that foster teamwork and collaboration.

**OBJECTIVE**: Looking forward to work as quality assurance/control personnel in a world reputed organization where I can utilize the skills & expertise gained over the years to achieve organization objectives and career growth.

**PERSONAL INFORMATION**

* Date of Birth: April 23, 1986
* Place of Birth: Surigao City, Philippines
* Civil Status: Married
* Weight: 62kg.
* Height : 5’5”
* Religion: Bible Baptist
* Sex: Male

**LANGUAGE SPOKEN**

Language: Proficiency Level: (5=Excellent; 1=Poor)

1. English 5
2. Tagalog 5

**EDUCATIONAL BACKGROUND**

**Highest Educational Attainment:**

Education Level: BS Metallurgical Engineering graduate

Education Field: Metallurgy

Course: Bachelor of Science in Metallurgical Engineering

School: Mindanao State University-Iligan Institute of Technology

Location: Iligan City

Date: October 2012

**Secondary Educational Attainment:**

Education Level: High School Diploma

School: Regional Science High School (Caraga)

Location: San Juan, Surigao City

Date: April 2003

**WORK EXPERIENCES**

**I have been working for 4 year(s).**

1. **POSITION:** QA Staff/Engr

**DURATION**: September 2013-December 2015

**COMPANY**: M3 Steel Asia Manufacturing Corporation

**LOCATION**: Calaca, Batangas, Philippines

**DEPARTMENT**: Quality Assurance, Environment, and Safety Dept.

**JOB DESCRIPTION:**

* draft quality assurance policies and procedures
* interpret and implement quality assurance standards
* evaluate adequacy of quality assurance standards
* devise sampling procedures and directions for recording and reporting quality data
* review the implementation and efficiency of quality and inspection systems
* plan, conduct and monitor testing and inspection of materials and products to ensure finished product quality
* document internal audits and other quality assurance activities
* investigate customer complaints and non-conformance issues
* collect and compile statistical quality data
* analyze data to identify areas for improvement in the quality system
* develop, recommend and monitor corrective and preventive actions
* prepare reports to communicate outcomes of quality activities
* identify training needs and organize training interventions to meet quality standards
* coordinate and support on-site audits conducted by external providers
* evaluate audit findings and implement appropriate corrective actions
* monitor risk management activities
* responsible for document management systems
* assure ongoing compliance with quality and industry regulatory requirements

1. **POSITION**: Quality Assurance Asst. Supervisor ( Promoted)

**DURATION**: January 2016-Present

**COMPANY**: M6 Steel Asia manufacturing Corporation

**LOCATION**: Brgy. San Martin, Villanueva, Misamis Oriental

**JOB DESCRIPTION**:

* Develops and initiates standards and methods for inspection, testing, and evaluation.
* Assists the quality engineer in developing and maintaining the ISO9001 procedures and work instructions.
* Establishes program to evaluate precision and accuracy of production equipment and testing, measurement, and analytical equipment and facilities.
* Develops and implements methods and procedures for disposition of discrepant material and devises methods to assess cost and responsibility. Maintain the Material Review Area to ensure that all products are distributed in a timely manner.
* Directs workers engaged in measuring and testing product and tabulating data concerning materials, product, or process quality and reliability.
* Assist the Quality manager in maintaining the Gage room and the distribution of all measuring equipment as well as calibration requirements.
* Suggests and implements changes in working conditions and use of equipment to increase safety and efficiency of shop, department, or work crew.
* Analyzes and resolves work problems, or assists workers in solving work problems.
* Initiates or suggests plans to motivate workers to achieve work goals.
* Maintains time and production records.
* Confers with other supervisors to coordinate activities of individual departments.
* Interfaces with other Departments and the internal Trainer to develop and implement training programs as required.
* Confers with workers' representatives and Human Resources to resolve grievances.

1. **POSITION**: Assayer, Mill Engineer ( OJT )

**DURATION**: March 2010 – May 2010

**COMPANY**: Apex Mining Corporation

**LOCATION:** Brgy. Masara, Maco, Compostela Valley

**JOB DESCRIPTION:**

* Tests ores and minerals and analyzes results to determine value and properties of components, using spectrographic analysis, chemical solutions, and chemical or laboratory equipment, such as furnaces, beakers, graduates, pipettes, and crucibles: Separates metals or other components from dross materials by solution, flotation, or other liquid processes, or by dry methods, such as application of heat to form slags of lead, borax, and other impurities.
* Weighs residues on balance scale to determine proportion of pure gold, silver, platinum, or other metals or components.

**COMPUTER LITERACY AND COMMUNICATION**

***SKILL******Proficiency******Remarks***

*1.* MS Word Above Average Enough knowledge in making reports and other data.

2. MS EXCEL Above Average Know how to use different short cuts in creating report and

data.

3. MS Power Point Above Average Enough knowledge to create a desired presentation with

unique creativity

4. Skilled in both verbal and written communication.

5. Knowledge of theory, principles, processes and practices in any metal/mineral.

**LATEST SEMINARS AND TRAININGS ATTENDED**

**DATE TOPIC**

June 30-July 1, 2017 “**Seminar-Workshop on QA/QC in the Laboratory**”

PIPAC Building, Ateneo de Manila University Campus,

Loyola Heights, Quezon City

August 4, 2016 “**Quality Risks/Opportunities Orientation**“

San Martin, Villanueva, Misamis Oriental, Philippines

June 3-4, 2016 “**Refresher Course: Internal Auditor Training Course**”

San Martin, Villanueva, Misamis Oriental, Philippines

August 2, 2016 “**ISO 9001:2015 Training Course**”

San Martin, Villanueva, Misamis Oriental, Philippines

September 12, 2016 “**Basic Communication Skills Training”**

San Martin, Villanueva, Misamis Oriental, Philippines

September 13, 2016 “**Leadership Training”**

San Martin, Villanueva, Misamis Oriental, Philippines

March 3, 2017 **“SEAISI CONFERENCE: Innovative Approaches in Process Automation and Quality Assurance"**

Oakwood Premier Joy-Nostalg Center, Manila ADB Avenue, Ortigas Center, Pasig City