Objective

Seeking an Engineering position where my experience and knowledge can be utilized and further developed fully for the company. To be able to ensure to make improvements to increase efficiency without compensating the high quality to meet company protocol and the satisfaction of the company’s clients.

Profile

Creative with effective interpersonal skills and organizational abilities.Motivated, strong, coordinating, planning and problem solving abilities.Diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive, confidential records. Flexible and versatile – able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building skills.

Skills Summary

|  |  |  |
| --- | --- | --- |
| * Project Management * Report Preparation * General Office Skills/ Computer Literate * Time and Motion Study * Loss Control | * Scheduling & Billing * Quality Assurance / Quality Controller * Operation Breakdown / Machine Layout * Overtime Planning | * Front-Office Operations / Customer Service * Professional Presentations * Process Monitoring * Process Improvement * Line Balancing |

Professional Experience

## PROCESS MONITORING AND IMPROVEMENT

* Recruitment of skilled manpower according to company’s standard.
* Evaluation of existing production target and improving it.
* Close monitoring and follow up bottle neck operations and balance accordingly.
* Data analysis and constant control of labor cost.
* Preparingm daily production monitoring reports.
* Time study and research on motion study and implementation ogf better system to eliminate excess motions.
* Research and continuous development of production.

## Communication: Reports/Presentations/TECHNOLOGY

* Prepare complex reports and ensuring full compliance with clients requirements and tight deadlines.
* Author professional correspondence to clients.
* Provide counseling and educating employees on their proper PPE’s (Personal Protective Equipment) to avoid accidents.
* Ensure that work activities and the place of work to be safe, it reduce the financial exposure of an organisation by reducing direct and indirect costs associated with accident and incidents.
* Rapidly learn and master varied computer programs.

## Customer Service/ Problem Solving

* Oversee front-office operations and provide impeccable customer service.
* Develop and implement strategic marketing plan for business.

## DETAIL MASTERY & Organization

* Manage all aspects of day-to-day operations as Project Engineer of Jerico Marine and Manpower Services and Project Engineer for Operations of JNR Marine and Manpower Services:
  + Develop production plan, budget and timelines according to production specification.
  + Determine production requirements based on work capacity ang production specification.
  + Utilize current production procedures to improve company standards and Production Department.
  + Plan work flow ang schedules for production.
  + Monitor production status and ensure timely delivery.
  + Identify delays and accordingly adjust schedules to meet deadlines.
  + Notify customers on any delays and outages.
  + Provide excellent customer service and ensure customer satisfaction.
  + Evaluate current production process and recommend improvements.
  + Conduct daily meetings to keep track of production schedules.
  + Ensure that finished production meet quality standards and customers specifications.
  + Determine equipment, materials and manpower required to complete production.
  + Resolve production issues and escalate enresolved issues to management promptly.
  + Assist in employee hiring, training, performance evaluation, retention and termination activities.
  + Finances: accounts payable/receivable, invoicing, insurance billing, budgeting.

## Qa/qc inspector

* Worked in the welding and quality Shipping Industry as a QA/QC Inspector .:
  + Visual welding inspection.
  + Co-ordinate with 3rd Party Surveyor/Inspector, Client Representative and Authorized Inspector.
  + Assist on preparing reports and technical data for the documentation of every projects.

## Autocad

* Responsible for producing drawings of day-to-day operations as autocad draftswoman of Focus Marine Engineering Services:
  + Piping layouts, gen.arrangements and other details drawing ask by my project engineer .

## Autocad / document controlling

* Responsible for revising, producing drawings and assits our dept.manager of day-to-day operations as autocad draftswoman/document controller of Bond Trading Company LLC.:
  + Responsible in producing Audio and Video Control Schematic Diagrams, Rack Layouts and Equipmant Layouts.
  + Produced containment and shop drawing layouts for Parking Management System, CCTV, Public Address, Drainage and Water Suppy System.
  + Involve in making BOQ (Quantity Takeoff)
  + Revised commented drawings from JRA consultants ang Shankland Cox Consultants.
  + Produce requisition submittals and petty cash of our department.
  + Use ACONEX for drawing submittals and retrievals.

Employment History

D.I. DAWN PATROL MFG. CORP. – Mindanao Avenue Phase II, FAB Mariveles, Bataan  
Industrial Engineer – Production, Planning and Control/Industrial Engineer Department , March 2017 – July 2017

jNR marine and manpower services – Herma Shipyard Inc. Mariveles, Bataan  
Project Engineer (sub-contractor)-Structural Ship Repair, May 2013 – December 2016

jerico marine and manpower services – Herma Shipyard Inc. Mariveles, Bataan  
QA/QC Inspector (sub-contractor) Strutural Ship Repair, February 2010 – October 2010 Project Engineer (sub-contractor)-Structural Ship Repair, October 2010 – March 2013

herma shipyard inc. – Mariveles, Bataan  
QA/QC Trainee, November 2009 – February 2010

focus marine engineering sevices – Dubai, UAE  
Autocad Draftswoman, February 2009 – September 2009

bond trading company llc. (bond communications) – Dubai, UAE  
Autocad Draftswoman/Document Controller, March 2008 – December 2008

Education and Trainings

university of batangas – Hilltop, Batangas City, Philippines  
Bachelor of Science in Industrial Engineering, 2006

on-the-job-training:

babcock-hitachi philippines inc. – Bauan, Batangas City, Philippines  
Operations Department, Maintenance Section

advance business consultancy centre (philippines) inc.(abcc) –Batangas City, Philippines  
Autocad I and Autocad II, 2006

advance business consultancy centre (philippines) inc.(abcc) –Batangas City, Philippines  
Autocad I and Autocad II, 2006

DEPARTMEMNT OF HEALTH

Standard First Aid and Basic Life Support for Lay Rescuers –Herma Shipyard, Herma Industrial Complex, Mariveles Bataan,

August 2014

LABSPEAK SAFETY MANAGEMENT INCORPORATED

Basic Occupational Safety And Health Training Course (40HRS.) –Crown Royale Hotel capitol Drive, Balanga City Bataan,

June 2015

Personal Information

date of birth– June 06,1983

civil status – Single

nationality – Filipino

language/dialect – English/Tagalog