**EMILY** 

**Age:** 30 y/o

**Gender:** Female

**Nationality:** Filipino

**Email:** **Emily.379451@2freemail.com**

**Visa:** Tourist

**Objective**To obtain a position that will effectively utilize my skills and experience and the opportunity to work with a team.

**Work Experience**

**Global Enginery Technicians Inc. Phils.**

Laguna Technopark Biñan Laguna

**Sales Engineer/Technician**

*July 2015 to January 2018*

**Job Description**

* Sales of Die and Mould Auto Clamping System
* Purchasing materials needed in a certain project
* Presentation with the Purchaser, Manager of the company visited
* Installation of the product purchased by the client/customer
* Fabrication of the designed product ordered by the client/customer
* Preparing meeting reports and other documents needed
* Accept calls, inquiries of companies/customer

**Universal Robina Corporation-Cavite (URC Philippines)**

FCIE LancaanDasmariñas Cavite

**Production Specialist/Operator**

**CHOCOLATE Category Secondary Packaging Section MML**

*August 2010 to June 2015*

**Job Description**

**-** Responsible for producing goods with in standard specifications at the right time at a minimum cost. Performs corrective maintenance in case machine breakdown and conducts preventive maintenance as planned.

**Duties and Responsibilities**

* Prepares and checks quality of all the materials needed for the schedued operation
* Cleans, sanitizes and prepares the machines and surrounding area before operations in accordance with standard cleaning and start-up procedures
* Follows GMP, safety procedures, company rules and regulation
* Performs Online-QC and checks processed/finished product specifications on the required frequency to ensure good quality products
* Conducts daily inventory or raw, packaging, cleaning materials, consumables and finished goods depending on machine being operated
* Performs corrective maintenance in case of machine breakdown
* Accomplishes and signs prpduction reports, inventory forms and logbooks
* Reports all matters affecting machine operation and product quality to Supervisors production
* Ensures proper turnover of the machine to reliever
* Coordinates with other machine operators
* Ensures machines are properly shutdown and all materials (goods & rejects) are properly segregated, weighed, labelled and placed properly in designated areas
* Conducts general cleaning of machine and surroundings as per standard cleaning procedures
* Ensure all the machine parts/accessories and tools are in placed/secured and machines are turned-off before leaving the area
* Conducts weekly machines audit and performs preventive maintenance on the machine as per plan
* Ensures that the standard set specifications are being met to attain good quality product
* Ensurecompliance to established quality management systems
* Performs other duties as may be assigned from time to time
* Handled helper personnel’s in the designated section

**Machinery Handled**

- Fuji Vertical 7700W Secondary Packaging Machine

- Tevo Pharm Primary Packaging Machine

- Fuji Horizontal 3400 Primary Packaging Machine

-Microjet End Carton Sealer

- Metal Detector Machine

**RMS Collect Phils. Inc. an IQor Company (Call Center)**

4F SM Dasmariñas, Governors Drive Brg Pala-pala Dasmariñas Cavite

Customer Service Representative TMobile Rekey

July 2007– January 2010

**Job Description**

* Rekeying details of customers in TOM. NavigationofC2/TOM
* Performing credit check to customers credit details to ensure that he/she is capable of purchasing the product and to ensure if the customer has a good credit standing
* Visual audit of all the details that has been transferred to the system to make sure that theirs no errors or lapses of customers information
* Preparing of tools to be use like C2, TOM, SALESFORCE and AVAYA.

**Educational Attainment**

College : Technological University of the Philippines at Cavite

Mechanical and Production EngineeringTechnology

Salawag, Dasmariñas Cavite

SY 2004-2007 Graduated

**Personal Skills**

- Have knowledge in MS Office like MS Excel, MS Powerpoint and MS Word

- Have excellent verbal communication and written skills

- Highly organized and efficient

- Ability to work independentlyor as a part of a team

- Proven leadership skills and ability to motivate

- Can work in any shifting hours and graveyard schedules

**Sales Skills**

- Can demonstrate effective sales presentations on a face to face level

- Knowledge of doing consultative self by listening to a customer’s requirements and discussing a product benefits

-Able to communicate effectively with senior level, executives and managers

- Ability to find out clients advertising needs and then match a solution to them