

**APRIL**

**Email:** [**april.388099@2freemail.com**](mailto:april.388099@2freemail.com)

**CAREER OBJECTIVE**

As a young professional, I seek to build a strong career foundation through working in a highly dynamic and globally competitive company, while enhancing my skills and widening my knowledge in the field of engineering.

**SKILLS AND CORE COMPETENCIES**

* Highly professional, self motivated and maintains positive attitude towards work.
* Good decision making skills and able to work independently.
* Accomplish jobs in timely manner with flexibility to perform other duties whenever required.
* Well-versed in Microsoft Office.
* Excellent communicator in English, both oral and written.

**WORK EXPERIENCES**

**Kyouritsu Electronics Philippines, Incorporated**

#19 Mountain Drive St., LISP II, Lamesa, Calamba City, Laguna, Philippines

**QA Engineer (**April 3,2017–August 24, 2018**)**

**Key Roles and Responsibilities:**

* Perform internal audit to ensure that whole process of production and assembly is in compliance with company’s operational standards.
* Coordinates abnormalities of supplied parts to be rectified by the supplier.
* Solves customer’s quality claim by performing root-cause analysis, process mapping and countermeasures.
* Train newly hired quality assurance inspectors.
* Conducts orientation of new products to operators and inspectors.
* Monitor hold defective parts encountered during production process and IQC.

**QA Clerk (**January 3, 2017 - April 1, 2017**)**

**Key Roles and Responsibilities:**

* Prepare and revise work standards in coordination with updated internal polices of the company.
* Creates weekly and monthly quality reports and sending emails to supplier and customer.
* Updating daily attendance record and inspector’s performance.
* Maintains highly organized files at all times.

**QA/QC Inspector** (September 4,2016 - December 22, 2016)

**Key Roles and Responsibilities:**

* Ensures that tools and equipments (caliper, thickness gauge, microscope, magnifier, jigs, templates) used are all maintained in high quality condition.
* Implements 5 S’ and proper usage of Personal Protective

Equipment (PPE).

* Performs incoming and outgoing inspection of electronics and motors parts and products using magnifier and microscope.

**Student Trainee**

**Philippine Long-Distance Telecommunications Company (PLDT)**

Lipa City, Batangas, Philippines

June 2015 – October 2015 (Five Months)

**Key Roles and Responsibilities:**

* Performs speed test and trouble shooting of internet connections.
* Tracing of lost line connections on frame.
* Jumpering of noisy line connection from node to frame.
* Update telephone records of cable facilities.
* Assists technicians whenever required.

**ACADEMIC QUALIFICATIONS**

**Bachelors of Science in Electronics and Communications Engineering**

Batangas State University - Batangas City, Philippines Graduation Date : 22nd of July 2016

**PERSONAL INFORMATION**

**Gender** **:** Female

**Age** **:** 26 years old

**Place of Birth** **:** Batangas City, Philippines

**Date of Birth** **:** 14thApril 1992

**Civil Status** **:** Single

**Religion** **:** Roman Catholic