**JAN DERICK V. VELEZ**
**INDUSTRIAL ENGINEER**

## PERSONAL INFORMATION

📅 January 29, 1999

📞 Mobile: 0926-344-2284

✉ Email: jderickvelez@gmail.com

🏠 Brgy. Sirang Lupa, Calamba City, Laguna

## PERSONAL PROFILE

Industrial Engineering graduate seeking a career opportunity in a well-established organization where I can develop and utilize my skills while making a significant contribution to the success of the company.

## EDUCATIONAL BACKGROUND

**Tertiary Education-** University of Perpetual Help System DALTA – Calamba Campus

Industrial Engineering – Batch 2020

## WORK EXPERIENCE

**PRICON MICROELECTRONICS INCORPORATION**
ELECTRONIC PARTS MANUFACTURER

**Jr. Process Engineer (February 12, 2022 to February 28, 2023)**
Parts Production Section – Plastic Molding

- Responsible for monitoring of yield performance production line.
- Responsible for generation of visual inspection product reference.
- Responsible for creation of Production transfer record of die-set.
- Responsible for verification of encountered non-conforming products.
- Responsible for evaluation of new die-set and product verification.
- Responsible for generation of report regarding encountered problems.

- **Best Engineer for the Month of July 2022**
- **Best Engineer for the Month of November 2022**

**TOKAI RIKA PHILIPPINES CORP.**
AUTOMOTIVE SWITCHES MANUFACTURER

**Production Planner (September 22, 2020 to August 05, 2021)**

Production Control Logistics -Planning
**Production Planner – Parts Production Department (September 2020- December 2020)**

- Responsible for creation of Production plan based on the customer order.
- Responsible for monitoring of deliveries based on documentation cut-off.
- Making assessments for preparation of die-set, based on nearest deliveries
- Creation of balance out notice for part numbers that will zero out order.

**Production Planner – Assembly Line Department (December 2020 to August 2021)**

- Creation of Weekly Production Plan based on customer order.
- Daily monitoring of assembly output and remaining volume to complete delivery for nearest deliveries.
- Making assessments and negotiating assembly production regarding customer additional orders
- Creation of weekly production quantity change notice for plan adjustments reasons.
- Creation of Special Production Schedules due to plan adjustments.
- Creation of tracking sheet for monitoring of critical parts from supplier's delivery commitment.
- Creation of start of production check sheet for new product mass production.

**Achievements**

- **Kaizen** June 2021
  Production Quantity Change Notice -Weekly Activity **(From 9hrs to 1hr consumption)**
  Process time consumption reduced by **88%** through excel formulas (Logical Formulas).

**INTERNSHIP**

**HINO MOTORS PHILIPPINES CORP.**
Automotive Manufacturer
**On the Job Trainee** (April - May 2019)

- Conducted motion and time study at the chassis assembly area.

**CERTIFICATION AND TRAININGS**

- **7 QC Tools Training**
- **FMEA Training**
- **Technical Report Writing Training**
- **Measurement System Analysis (MSA) Training**

**SAFETY OFFICER  2**

**BASIC OCCUPATIONAL SAFETY AND HEALTH -PEME Consultancy, Inc.**
Department of Labor and Employment Accreditation No. 1030-011917-0035

**CERTIFIED WORKING PROFICIENCY IN ENGLISH- Test of English for International**
**Communication (TOEIC)**
Score Description- Able to satisfy most requirements of basic English communication (Scored 810/990)

**CERTIFIED LEAN SIX SIGMA WHITE BELT- Ask Lex PH Academy**
Certification no. CLSSWB - 062420-0743

## SKILLS

- Motion and Time Study ●●●●●○
- AutoCad ●●●○○○

  MS Office:

  - Word ●●●●●
  - Excel ●●●●●
  - PowerPoint ●●●●●

  Lean Six Sigma Tools

  - DMAIC ●●●●●○
  - DMADV ●●●●●○

## STRENGTHS

| Analytical | Problem Solving |
| Innovative | Creative Thinker |
| Adaptable | Team player |
| Data Driven | Strategic Planning |

## CHARACTER REFERENCE

- Available upon request.

I hereby certify that all details presented in this resume are true and free of any misrepresentations.

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Jan Derick V. Velez