

IRENE M. SALAS

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OBJECTIVE:

Experienced in manufacturing industry with comprehensive knowledge in product development and material management, acquiring for more skills that would help me to become more productive individual and to be able to share my knowledge with company's objective.

WORK EXPERIENCE:

<u>Year</u>	<u>Position</u>	<u>Company</u>
2003 - 2005	Staff Engineer 2 (Engineering Administrator) (Software Evaluation Engineer)	Panasonic Mobile Comm. Corp. of the Phils. Overseas Mobile Terminal (PMCP)
2006 - 2008	Component Engineer	Integrated Microelectronics Incorporated
2008-2010	Project Sourcing Engineer	Integrated Microelectronics Incorporated
2010- 2012	Sourcing Engineer / RFQ –Packaging	Integrated Microelectronics Incorporated

Key Roles and Responsibilities (PMCP Company)

- Responsible for document control, document access management and document security and integrity
- Glovia parts controller and maintenance
- Generate technical reports and information and provide support and guidance to operational teams
- Over all in-charge in mobile parts preparation for all models to be introduced
- Assisting in the technical work and also provide administrative support in the achievement of goals
- Assisting in preparing plans and identifying procedures
- Evaluates software's to be used in production line and monitors production processes
- Performs other related duties as required or as directed

Key Roles and Responsibilities (IMI Company)

- SAP database maintenance and updates and generates Procurement Change Notice
- Initiates and study possible alternative parts for cost reduction
- Work with purchasing and/or production to resolve component material or process issues in the manufacturing and procurement processes
- Define, oversee and maintain the specification and content of all component related information held within the parts databases
- Oversee sourcing activities, including supplier selection, quality, procurement, and cost
- Develop, maintain and ensure strong interpersonal relationships with associates/suppliers to meet all product specifications
- Analyze manufacturer & supplier's facilities, capability and availability of products/items, if necessary.

- Keep abreast of new technical developments and recommend substitutes for any products/items in case of non-availability.
- Analyze all suppliers in order to select the most suitable suppliers who are able to deliver high quality products at competitive pricing.
- Negotiate with suppliers on lead-time, cost and quality so as to obtain the maximum benefit for the company.
- Manage suppliers to meet objectives related to cost, delivery performance, schedule and quality.
- Develop, implement and drive the procurement strategies in order to meet cost savings targets.
- Adopt appropriate supplier management methodologies and procurement strategies in purchasing to secure better prices.
- Create monthly performance reviews and reports focusing on overall sourcing requirements.
- Coordinate with vendor on continuous quality improvement.

SEMINARS /TRAININGS ATTENDED:

June 9-23, 2003	Glovvia Maintenance Training	PMCP Training Office
October 12, 2005	RoHS Awareness Seminar	PMCP Training Hall
November 22-23, 2005	QCC Leadership Seminar	PMCP Training Hall
April 21, 2006	Training SAP	IMI Building
July 27-28, 2006	Managing Organizational Transition Values Alignment	Arisabel Clubhouse
December 14, 2006	Six Sigma Awareness Seminar	IMI Building
April 10 th & 11 th 2007	International Material Data System (IMDS Training)	IMI Building

SKILLS AND CAPABILITIES

Proficient both English and Filipino
Computer Literate

ACADEMIC BACKGROUND

College	1996-2002	Bulacan State University Malolos, Bulacan
	2002	Practicum Trainee Radio City Telephone Company (RACITELCOM INC.) Meycauayan, Bulacan
Secondary	1992-1996	Northern Institute (Formerly Victorino Flores Memorial Institute) Hagonoy, Bulacan
Primary	1986-1992	San Isidro Elementary School Hagonoy, Bulacan

PERSONAL BACKGROUND

Birthday: November 18, 1979
Birthplace: San Isidro Hagonoy, Bulacan.
Nationality: Filipino

Civil Status: Married
Height: 5'2 ½ "

I hereby certify that the facts stated above are true and correct to the best of my knowledge and belief.

Applicant's Signature

REFERENCES AVAILABLE UPON REQUEST.