

# Keshia Yvone E. Mantos

## Industrial Engineer 1



📍 Brgy. Anapog, San Remigio, Cebu. 6011 ☎️ +639-632-711-750

✉️ engr.yvone@gmail.com 🔗 <https://www.linkedin.com/in/engr-yvone/>

---

## WORK EXPERIENCE

### Self-Employed

2019-2023

#### Private Tutor

Provided one-on-one tutoring for Grade 7–10 students in Science, English, and Math, tailoring lessons to individual learning needs. Created a supportive environment that encouraged active engagement and boosted student confidence. Maintained regular communication with parents to share progress updates and align on educational goals.

### EMAPTA

May-August 2022

#### Customer Service Representative

Handled customer inquiries through phone, email, and chat by providing accurate product, service, and account information. Resolved complaints with professionalism and empathy, ensuring timely follow-up and complete issue resolution. Maintained detailed records in the CRM system and collaborated with internal teams for escalations. Stayed up to date on company products, policies, and procedures while meeting service KPIs. Focused on delivering high-quality customer support and continuously improving efficiency and customer satisfaction.

### Do It Company Inc.

June-December 2023

#### Industrial Engineer Intern

Assisted in capacity planning compliance through TMS and collaborated with senior engineers to analyze and improve manufacturing processes. Prepared detailed documentation and reports to monitor project progress, while effectively communicating findings and recommendations to cross-functional teams. Continued supporting engineering functions beyond the internship, contributing to ongoing process optimization while completing academic studies.

### OnSemiconductor Phil.

2024-May 2025

#### Manufacturing Engineer 1 (Project Based)

Developed and updated equipment layouts to enhance floor space utilization and workflow efficiency. Monitored production performance by analyzing input/output data and reporting key metrics. Conducted Time and Motion Studies to drive process improvements and efficiency gains. Performed system transactions to support smooth production operations. Served as Team Lead, guiding operators to meet daily targets while upholding quality standards.

---

## EDUCATION

### Bachelor of Science in Industrial Engineering

CTU Daanbantayan Campus – San Remigio

Extension

2020-2024

### Science, Technology, Engineering, and Mathematics.

Cebu Roosevelt Memorial Colleges

2016-2020

---

## SKILLS

- Computer Literacy Skills
- Organizational Skills
- Strategic Planning and Scheduling Skills
- Time-Management Skills
- Verbal and Written Communication Skills
- Skills in Microsoft Offices, Google Docs & Editing

## LANGUAGE

English

Filipino

Cebuano

## REFERENCES

### **Sarah M. Villar**

Software Engineer | Lexmark Solutions

**Phone:** 09912255572

**Email :** Sarahmantos90@gmail.com

### **Rhena Mae L. Ancajas, LPT**

ESL Teacher | Acadsoc

**Phone:** 09918361379

**Email :** rhenamaeancajas@gmail.com