



IRISHE KAREN T. HIMAYA
Banilad, Cebu City Cebu Philippines 6000
Mobile Number: (+63) 09324551907
Birthdate: Sept. 19, 1988
Civil Status: Single
Email address: thirishe@gmail.com
(Updated 01/13/2014)

Objective:

To be an essential part of the company's endeavor on meeting its desired goals by utilizing my acquired skills to contribute to the company's success. On the other hand, I am aiming to develop and expand the potentials I am capable of and seek a progressive career growth.

Work Experience:

- ***1&1 Internet Philippines, Inc.***

Position: Data Verification Supervisor (September 07, 2012 – January 13, 2014)

Specialization: Offline Back Office Support / Supervisory

Job Description:

- Ensure customer orientation and productivity of employees and react accordingly when needed.
- Main contact for work-related needs of employees.
- Submit team performance reports and address performance problems through corrective disciplinary actions
- Create and implement team based or individual action plans as needed to drive performance
- Interact with different teams and departments within the company
- Accepts other responsibilities as maybe assigned by superior according to the need of the Company.
- Create and plot work schedules for the employees

- **Lighthouse IP Group (formerly *Lighthouse Software Cebu, Inc.*)**

Position: Trademark 1114 Team Project Manager (December 2011 – July 2012)

Specialization: Data Entry / Middle Management Position / Supervisory

Job Description:

- Accountable for meeting shift production targets and scheduled deliverables
- Ensure that set quality standards are attained
- Timeliness in the attainment of project output
- Achievement of 100% product quality
- Ensure availability and allocation of manpower requirements for the assigned project
- Provides proper training to staff before starting a new project
- Responsible in planning and scheduling project timelines based on the number of projects received for the team
- Takes charge in informing concerned personnel on any problems/issues encountered during the shift and ensure that corrective or preventive measures are being implemented
- Track project deliverables using appropriate tools in agreement with the other Project Managers
- Conducts project evaluation and assessment regularly to ensure that production output are on track
- Ensure that team members are strictly following company's policy, and assigned project work instructions
- Coach, mentor, motivate and train all the team members to take positive actions and take accountability on their assigned tasks
- Provides feedback to the team regarding project output, quantity and quality
- Evaluates employees performance regularly (monthly, quarterly and annual) based on the company's performance evaluation form and in coordination with the Human Resource Department
- Coordinates with IT Department for the provision and availability of computer equipments
- Coordinates with IT Support in resolving any machine downtime at a minimal time
- Perform such other function as required and mandated by the Managing Director of the Philippines

Special Tasks:

- Officer In Charge in lieu of the Senior Project Managers during the Night Shift
- Take charge on the Manpower Allocation during the Night Shift
- Keep tract on the overall production process during the Night Shift
- Provide reports to the Senior Project Managers on the progress and/or any issues encountered during the Night Shift

- **Lighthouse IP Group (formerly *Lighthouse Software Cebu, Inc.*)**

Position: Technical Annotator (August 2010 - December 2011)

Data Editor (August 2010 - December 2011)

Specialization: Medical Analysis / Data Entry / Proofreading

Job Description: Reading and analyzing files, finding the key concept of those files, looking for keywords and creating annotations on those files according to the company's established software tool and policies and making those files available to worldwide users.

Converting Patented Discoveries / Inventions from PDF Format to Text Format using the company's established software tools for data conversion and editing these to be made available and readable to users.

Educational Background:

- University Diploma

Bachelor of Science in Nursing
University of Cebu, Cebu City Philippines
2005 - 2009

(Passed the Philippine Nursing Licensure Examination - June 2009 with the License Number 0588941)

- High School Diploma

Consolatrix College Toledo City, Cebu Philippines
2001 - 2005

- Elementary Diploma

North City Central School, Toledo City, Cebu Philippines
1995 - 2001

Certifications:

- CardioPulmonary Resuscitation and Emergency Cardiovascular Care (CPR & AED) (August 07, 2008) University of Cebu, Cebu City, Phils.
- Career Development and Stress Management (February 12, 2009)
7/F Nursing Skills Laboratory, University of Cebu, Cebu City, Phils.
- Test Taking Congress: The Psychology of Test Taking Strategies (March 05, 2009) CAP Building
#60 Osmeña Boulevard, Cebu City, Phils.
- Successful Completion on World Intellectual Property (WIPO) DL-101 General Course on
Intellectual Property from October 01 to November 09, 2011.
- Administrative Skills Training held at 1&1 Internet Philippines, Inc, i3 Bldg, Asiatown IT Park,
Lahug, Cebu City Cebu
- The Rising Star Award during the Language Communications Training held at 1&1Internet
Philippines Inc., i3 Bldg, Asiatown IT Park, Lahug, Cebu City Cebu given on July 08, 2013.

Skills:

Computer Literacy:	Microsoft Office Open Office Google Docs Abby Fine Reader (OCR)	Computer Software and Hardware Basic Troubleshooting
Languages:	English (oral & written) Cebuano & Tagalog (mother tongue)	
Key Qualities:	Dedicated Professional Behaviour Hardworking and friendly Have the ability to work with different cultures Can work under pressure and with less supervision Kind-hearted, honest, good-natured, caring, patient and discreet	

Awards:

- Consistent Honor Student since Grade School 1995-2001
- Service Awardee
2004-2005
- Ranked Number 1 among the Trademark Team Project Managers during the 1st Performance
Evaluation held last April 2012 at Lighthouse IP Group.

References:

Michelle T. Isok

Human Resource Assistant
Lighthouse IP Group
Pueblo Verde, MEPZ II, Lapu-Lapu City
Cebu Philippines 6015
Mobile Number: (+63) 09176233288

Orville Ralph Valles

Trademark Pre-Production Team Project Manager
Lighthouse IP Group
Pueblo Verde, MEPZ II, Lapu-Lapu City
Cebu Philippines 6015
Mobile Number: (+63) 09224623657

Jericho Garcia

Operations Manager
1&1 Internet Philippines, Inc.
15th & 16th Floor i3 Bldg,
Asiatown IT Park, Lahug, Cebu City Philippines 6000
Mobile Number: (+63) 09173038070

Hannah Grace Tupas

Fasthost Team Supervisor
1&1 Internet Philippines, Inc.
15th & 16th Floor i3 Bldg,
Asiatown IT Park, Lahug, Cebu City Philippines 6000
Mobile Number: (+63) 09231593980