**EDLENE T. PARAGSA**

Cell No. : 09434027306

Sitio Canumay I, Pit-os, Cebu City

-A Graduate in Bachelor of Science in Business Administration Major in Human Resource Development and Management through Expanded Tertiary Education Equivalency Accreditation Program wiith 16 years of extensive experience in Manufacturing and Warehouse Operations.

- Proven flexibility and efficiency on the job with proven track record of initiating quality and productivity monitoring and control of line inventories and reduction of Work-in-Process.

- Familiar with ISO 9000 and ISO 14000 Standards as well as the implementation of procedures, work instructions, operational controls in compliance to these standards.

- Familiar with Computer Applications Software such as Microsoft Office applications and other software.

**Summary of Qualifications:**

**Personal Data**Age : 32  
Sex ; Female

Birth Date : March 12, 1982  
Place of Birth : Guba Cebu City  
Height : 5’  
Weight : 48 kgs  
Citizenship : Filipino  
Civil Status : Married

**Work Experience**

**Warehouse Specialist**

DHL Exel Supply Chain Phils., Inc.

Inclusive Dates: April 2013 to Present

**Job Summary:**

Lead in the effective warehouse operations in alignment to the objective of effectively serving store orders by controlling the inventory of items through ensuring that standard operating procedures are followed in receiving, storage, dispatch processes.

**Duties and Responsibilities**

* Ensures that safety standards are strictly implemented and followed within the warehouse premises.
* Ensures that the condition items are in good condition upon arrival until dispatch.
* Ensures the availability of material handling equipments and personal protective equipments.
* Receives customer inquiry and handles customer complaints and provide effectively corrective and preventive actions.
* Monitor and prepare warehouse utilization reports.
* Prepares daily operations reports on productivity and daily inventory.

**Warehouse Incharge**

S.E.A Olympus Marketing Inc.  
A.C. Cortes Mandaue City

Inclusive Dates:

October 2011 to March 2013

**Job Summary:**

Plans, organizes, directs controls and evaluates the operations of warehouse facilities, and identifies opportunities for warehousing operation improvements. Provide general assistance to the Logistics Head, in the operation of the Tayud Central Warehouse, Blending/Repacking Operations and Mandaue Satellite Warehouse.

**Duties and Responsibilities**

* Ensures that sufficient storage space is available and the layout of storage facilities is suitable to meet operational requirements of the organization.
* Ensures that goods are effectively stored in order to provide an efficient service to customers and internal users.
* Ensures that all orders for customer demand is picked and made ready for dispatch, is to the required volumes and schedules.
* Ensures that materials, goods and products are adequately and securely stored in order to facilitate their prompt identification and dispatch. Stocks must be kept in safe and tidy condition.
* Ensures that the optimum warehouse locations are utilized to maximize the efficiency and distribution to customers.
* Ensures that all goods are adequately protected from damage, deterioration and loss, in order that they remain in optimum condition for use. Coordinates with Product Specialist for the disposition of non-conforming products.
* Ensures that staffs are appropriately trained in the handling of goods in order to avoid damage to the goods and injury to staff.
* Ensures that stocks are used in rotation (or FIFO). Provides Monthly Drum Aging Report.
* Ensures that all stock movements are valid, authorized and properly executed. Conducts Cycle Count Program in coordination with IPD, to monitor accuracy of inventory.
* Ensures that any anomalies are reported as per company standards and procedures.
* Ensures timely input of Warehouse transactions to ORACLE system.
* Reports any non-conformance to product or system immediately which does not comply with company standards or specifications.
* Coordinates with other department in-charge, to resolve concerns affecting over-all OMI operations.
* Undertake any additional training that the company deems necessary to improve operations.

**Camera Technical Support/Auditor**

Camera Module Division

Cebu Mitsumi, Inc.   
Sabang, Danao City Cebu

Inclusive Dates:

October 2008 to July 15, 2010

**Key Job Responsibilities**

* Air Quality Control Incharge
  + In-charge in monitoring and improving the air quality of dust controlled production areas.
* Material Qualification in-charge.
  + Qualifies all the materials to be brought inside the cleanroom before mass production and makes the judgment if the material passed specifications.
  + Makes the judgment for other materials (e.g. cleanroom suit, adhesives, sub-materials) by the use of dust particle counter and experiment verifications if it passed quality standards and if it can be used inside cleanroom.
* Controls inventory and issuance of employee lockers for camera module department.
* Cleanliness/5s Auditor.

**Production Line Leader**

Cebu Mitsumi, Inc.   
Sabang, Danao City Cebu

Inclusive Dates:

October 2004 to September 2008

**Job Summary**

Lead the team’s effort in achieving the department objective in productivity, yield, quality delivery, inventory and cost through optimization of resources and effective coordination with support group.

**Duties and Responsibilities:**

* Conduct routine inspection to ensure safety and to assure smooth flow of operation.
* Control and monitoring of attendance of subordinates.
* Updating of production records to ensure product quality and traceability.
* Initiating and analyze abnormality reports to be submitted to Quality Assurance section.
* Control and oversee the implementation of corrective and preventive actions to quality problem.
* Monitor and control the withdrawal of parts to be used in the line.
* Continually assess the manpower requirement in the line, the training and process certification of subordinates to ensure quality of the products produced.
* Monitor and ensure that the process being done by the associates are in line with the working standards.
* Monitor line output to ensure on time delivery to customers.
* Maintain line discipline in terms of work values, house keeping and safety practices.
* Submit daily production report to assistant supervisor every end of shift.
* Conduct regular performance evaluation of subordinates.
* Perform other company related activities that maybe assigned by immediate superior.

**Production Assembler**

Cebu Mitsumi, Inc.   
Sabang, Danao City Cebu

Inclusive Dates:

August 1999 to October 2004

**Duties and Responsibilities:**

* Performs the assembly process of optical pick-up head in accordance to the working standard.
* Assigned as final appearance of the finished products.
* Assigned in soldering process of optical pick up heads.
* Certified as a versatile operator in all processes of CD-ROM drive section.

**Educational Background**

**College**

Bachelor of Science in Business Administration

Major in Human Resource Development Management

University of San Jose Recoletos -- ETEEAP

2010

**High School**

Pit-os National High School  
Pit-os, Cebu City

1999

***Elementary***

Bacayan Elementary School  
Bacayan, Cebu City

1995

**TRAININGS / SEMINARS ATTENDED:**

**Topic Date**

* Waste Management Seminar January 2008
* Leadership through Strategic Planning August 2007
* 5S Concept and Application August 2007
* 7 Habits of Highly Effective People September 2007
* Importance of Communication October 2006
* Production Business Management October 2006
* Process Control & Rejection Control July 2006
* How to Conduct Performance Evaluation August 2006
* Zero Accident Program August 2006
* Work Attitude & Values Enhancement Phase 1~3 October 2006
* ESD Rank 2 Training March 2005
* Occupational Health & Safety Policy June 2005
* Lead Free Soldering Training November 2005
* General Administrative Procedure January 2004
* Mitsumi Production System January 2004
* Safety Orientation January 2004
* Work Values Seminar January 2004
* Leadership Seminar January 2004
* Simulation of Tact Time Training March 2003
* ESD Rank 3 Training June 2003
* Rank 3 Soldering Technology Seminar November 2002
* Rank 2 Soldering Technology November 2002

**Overseas Training**

Optical Pick-Up Head Assembly

Mitsumi Electric Co.

Yamagata Business Division

Yamagata, Japan

Inclusive Dates:

February 4, 2004 to March 5, 2004

**Character Reference:**

**Arturo Gumarao III**

Operations Manager

DHL Exel Supply Chain Phils., Inc.

Metro Gaisano Cebu Account

0922-8447108

**Mary Louise Labiste**

Operations Supervisor

DHL Exel Supply Chain Phils., Inc.

Metro Gaisano Cebu Account

0932-8905245

**Emerito Bulias**

Operations Supervisor

DHL Exel Supply Chain Phils., Inc.

Metro Gaisano Cebu Account

0932-8905244