



VANESSA JOY BAUTISTA MILLENA
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vanessajoy_millena@yahoo.com

To be a member of a prestigious company and apply my hard-earned knowledge in the field of Industrial Engineering.

DEMOGRAPHIC PROFILE

Age : 25
Gender : Female
Civil Status : Single
Height : 5'4"
Weight : 56 kg.
Date of Birth : February 9, 1991
Place of Birth : Sta. Cruz Laguna
Language : English and Tagalog
Nationality : Filipino
Religion : Born Again Christian
Skill(s) : Computer Literate, proficient in MS Office (Excel, Power point, Word), Educated in Time Study, Ergonomics, Operations Research and Auto Cad

EDUCATIONAL BACKGROUND

TERTIARY
Bachelor of Science in Industrial Engineering
Southern Luzon State University
Lucban, Quezon
2007-2012

SECONDARY
Pedro Guevara Memorial National High School
Sta. Cruz Laguna
2003-2007

PRIMARY
Sta. Cruz Central Elementary School
Sta. Cruz Laguna
1997-2003

I hereby certify that the above information is true and correct to the best of my knowledge.

Vanessa Joy B. Millena

WORK EXPERIENCE

Process Control Engineer June 10, 2014- April 15, 2016
Sydenham Laboratories Inc.
Km 34 E. Aguinaldo near corner Governor's Drive
Dasmariñas, Cavite

Job Description:

1. Attends to daily production processes and ensure that all lines are running smoothly based on SOP's and cGMP.
2. Attends to process problems and give immediate solutions to prevent holding or stopping of operations.
3. Monitors yield per process.
4. Perform spot checking of different Production operations (In-process control).
5. Perform equipment, performance, cleaning and process validation.
6. Conducts different task force formed to solve different problems encountered.
7. Responsible for calibration of volume of mixing tanks and other measuring devices.
8. Looks into Production needs and issue them the necessary tools.
9. Coordinate with other departments that need buy off for a certain product issue.
10. Talks/ coordinates with different suppliers on needed materials, tools, equipment that will improve production process.
11. Performs Problem Solving Analysis and prepares report on this.
12. Recommends improvements in the process and for profitability.
13. Prepare design/ layout for different Production projects.
14. Gathers data as needed to solve/ analyze any problem encountered or to recommend improvement.
15. Perform other duties that may be assigned by Process Control Supervisor/ Production Manager.

Site Mentor Nov. 26, 2013- May 17, 2014
Fast Services Corp.
CPIP II Brgy.Batino
Calamba, Laguna

Job Description:

1. Ensures full implementation of FIT (Fast Impact Team) programs, platform used to improve process and address Operations concerns.

Quality Control Engineer July 13, 2012- Oct. 12, 2013
Tsukiden Electronics Philippines Inc.
124 North Science Avenue, Laguna Technopark, Biñan, Laguna

Job Description:

1. Responsible for line set-up and optimization, preparation, productivity and quality improvement and control of work processes.

ORGANIZATIONAL AFFILIATIONS

Future Engineer’s League (FUEL)

League of Industrial Engineering Students (LINES)

Philippine Institute of Industrial Engineering (PIIE)

Operations Research Society of the Philippines (ORSP)

CHARACTER REFERENCES

ENGR. CHRISTOPHER C. CHAVEZ
Process Control Supervisor
Sydenham Laboratories Inc.
Km 34 E. Aguinaldo near corner
Governor’s Drive
Dasmariñas, Cavite
cchavez@sydenhamlab.com
topeng16@gmail.com
+639173154516

ENGR. JILL P. BIGORNIA
Production Supervisor
Sydenham Laboratories Inc.
Km 34 E. Aguinaldo near corner
Governor’s Drive
Dasmariñas, Cavite
jbigornia@sydenhamlab.com
jill_ece@yahoo.com
+639109253278

ENGR. MAYLANIE GARDUCE
2nd Manufacturing- Quality Control Supervisor
Tsukiden Electronics Philippines Inc.
124 North Science Avenue, Laguna
Technopark, Biñan, Laguna
cof@tsukiden-ph.com
+639277032145

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2. Implement process requirements and standard operating procedures according to international standards and customer specifications.
3. Implement process requirements and standard operating procedures according to international standards and customer specifications.
4. Performs evaluation and analysis of methods for quality and productivity concerns.
5. Preparation of work instruction.
6. Data gathering
7. Familiarization of IPC Standards.
8. Line/Process Auditing.
9. Conducts GR&R for inspectors Training Skill.
10. Represents Company in customer process audits.
11. Conducts performance evaluation, coaching, discipline and training work schedules of subordinates.
12. Knowledge and implementation of 5S principles

On –the –job Training (250 hours) April 2011- June 2011
Mariwasa Siam Ceramics Inc.
Brgy. San Antonio Sto. Tomas Batangas

TRAININGS AND SEMINARS ATTENDED

Plant wide GMP Training
Sydenham Laboratories Inc.
Km 34 E. Aguinaldo near corner Governor’s Drive
Dasmariñas, Cavite
December 22, 2014

Production Training Program (Refresher Course)
Sydenham Laboratories Inc.
Km 34 E. Aguinaldo near corner Governor’s Drive
Dasmariñas, Cavite
December 22-23, 2014

Organizational Management & Development Seminar
Sydenham Laboratories Inc.
Km 34 E. Aguinaldo near corner Governor’s Drive
Dasmariñas, Cavite
July 30, 2014 – October 22, 2014 (10 days training)

Plant Wide GMP Training: Sanitation &Hygiene &Validation
Sydenham Laboratories Inc.
Km 34 E. Aguinaldo near corner Governor’s Drive
Dasmariñas, Cavite
October 2, 2014

Process Control System Training
Sydenham Laboratories Inc.
Km 34 E. Aguinaldo near corner Governor’s Drive
Dasmariñas, Cavite
September 23, 2014

Plant Wide GMP Training: Documentation
Sydenham Laboratories Inc.
Km 34 E. Aguinaldo near corner Governor’s Drive
Dasmariñas, Cavite
September 5, 2014

Effective Presentation Skills
Fast Services Corp.
Alabang Zapote Road
Muntinlupa, City
April 22-23, 2014

Effective Communication Skills

Fast Services Corp.

Alabang Zapote Road

Muntinlupa, City

April 11, 2014

Greening the Supply Chain

40th Business Partner's Environment Forum

Nestle Center, Rockwell, Makati, City

March 6, 2014

Basic Problem Solving Tools

Fast Services Corp.

Alabang Zapote Road

Muntinlupa, City

March 3, 2014

Basic and Advance 7 QC Tools

Tsukiden Electronics Philippines Inc.

124 North Science Ave., Laguna Technopark, Biñan, Laguna

September 27, 2013

Activity Based Costing

Tsukiden Electronics Philippines Inc.

124 North Science Ave., Laguna Technopark, Biñan, Laguna

August 4, 2013

EHS Awareness Training

Tsukiden Electronics Philippines Inc.

124 North Science Ave., Laguna Technopark, Biñan, Laguna

July 31, 2012

Electro Static Discharge Training

Tsukiden Electronics Philippines Inc.

124 North Science Ave., Laguna Technopark, Biñan, Laguna

July 31, 2012

Temperature Measurement and Calibration

Tsukiden Electronics Philippines Inc.

124 North Science Ave., Laguna Technopark, Biñan, Laguna

July 24, 2012

Project Management; Total Participation Management

College of Engineering- Audio Visual Room

Lucban, Quezon

September 17, 2011

Human Resource Management and Self- Enhancement

Activity; Time Management and Kaizen Tools

College of Engineering- Audio Visual Room

Lucban, Quezon

January 28, 2010

Production Planning and Control; Occupational Safety

College of Engineering- Audio Visual Room

Lucban, Quezon

January 28, 2010

