

PROFILE

Highly experienced office / computer professional. Superior knowledge in manufacturing operations. Dependable in a fast-paced environment to increase productivity and company profitability. Works well independently and as part of a team. Precise and accurate with detailed work. Fluent in English, Filipino and basic Japanese.

HIGHLIGHTS OF QUALIFICATIONS & ACCOMPLISHMENTS**Computer Skills**

- ◆ Proficient in Windows XP and Microsoft Office (Word, Excel, PowerPoint):
 - Monitored and maintained 35 workstations, trouble-shooting computer problems for office staff.
 - Configured printers, installed new software, monitored and upgraded McAfee anti-virus software.
 - Taught Windows, Excel, Word, and PowerPoint to office staff, leaders and supervisors of the company.
- ◆ Proficient in Lotus Notes and Domino Design
 - Designed and developed databases with Lotus Domino Designer Environment.
 - Installed and configured Lotus Notes email client for all employees.
- ◆ Proficient in the Linux operating system (Red Hat/Fedora Core) and it's applications (OpenOffice).

General Office

- ◆ Designed and implemented computer generated office forms that streamlined procedures and increased productivity using Lotus Domino Designer. This included a Human Resources employee database information sheet, office supply inventory sheet, Production Control Department shipment forms, Accounting Invoices, and others.
- ◆ Skilled in general office duties and can do multi-tasking.

Manufacturing / Production Skills

- ◆ Completed three year rotation manufacturing touch panels / touch screens and keyboards.
 - ◆ Proficient in electronics / production quality inspections and in assembly line.
 - ◆ Knowledgeable in silver printing of film and glass.
 - ◆ Good skills to develop and implement productivity improvement.
 - ◆ Familiar with ISO 9000 and ISO 14001 documentation.
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PROFESSIONAL EXPERIENCE**Assistant to Professional Photographer (2004 to present)**

CGStock Stock Photography – www.cgstock.com (Family business)

- ◆ Correspond with client via emails and phone, making invoices and fulfilling orders for licensing photos.
- ◆ Familiar with all aspects of working with digital images, as well as clearing copyrights and releases.

PROFESSIONAL EXPERIENCE *(Continued)*

Executive Assistant to the President *(Feb. 2003- Oct 2004)*

SMK Electronics (Philippines) Corporation - Clark, Philippines

- ◆ Managed the company president's schedule (made travel arrangement, set appointments, screened phone calls) and processed his mail and faxes.
- ◆ Maintained the president's confidential files and did other duties as assigned.
- ◆ Monitored the company's computer network, wrote and submitted incident reports.
- ◆ Conducted computer tutorial programs (basic and advanced) to all office staff.
- ◆ Developed databases with Lotus Notes groupware using Formula Language in Domino Designer.

Touch Panel Production *(1999-2002)*

SMK Electronics (Japan) Corporation- Toyama, Japan.

- ◆ Produced touch screens/touch panels for automatic machines and computers.
- ◆ Performed film cutting as well as film and glass silver and UV (blue) printing
- ◆ Performed quality control inspections and in assembly division.
- ◆ Assigned with correcting operational issues that negatively affected production and profit.
- ◆ Wrote English training manual for all Filipino trainees.

EDUCATION & TRAINING

BACHELOR OF SCIENCE IN COMPUTER SCIENCE

Adamson University, Manila, Philippines (1992-1996)

HIGH SCHOOL

Sacred Heart Schools, Ilocos Norte, Philippines (1988-1992)

LOTUS NOTES & DOMINO DESIGN

SMK Electronics Corp., Tokyo, Japan (2003)

ACTIVITIES & INTEREST

Photography

~ I love taking photos, anytime and anywhere, using Canon Digital Rebel (6.3 megapixel Digital SLR).

Web design

~ I'm currently learning on how to make commercial websites.

Travel

~ I've recently visited California, North Carolina, and Beijing, China. In the last few years, I've been to Japan, Australia, Thailand, and Hungary. I would love to see more.

Sports

~ karate and aerobics.