

## **Nilla S. Maronilla**

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### **Work Experience**

Company : **NEP Logistics, Inc.**  
Designation : **General Affairs and Procurement Manager**  
Inclusive Date : **January 22, 2007 to Present**

- Develop, establish, implement and enforce supplier guidelines and procedures.
- Develop and implement all purchasing policies and procedures, including those for equipment and service provision in conjunction with department leads and department specific requirement.
- Define purchasing recommendations that support company goals, in collaboration with management committee.
- Negotiate pricing, terms and condition of sale, and warranties of goods and products with key suppliers and vendors.
- Negotiate pricing, terms and condition of contracts with contractors and/or service providers. Draft and submit budget proposals and recommend subsequent budget changes as needed.
- Monitor and analyze trends in company spending and inventory control in order to make recommendation for the future, and to identify areas for possible savings.
- Analyze trends and market conditions for the present and future pricing, availability, lead time and capacity of goods and services.
- Interview, Identify and qualify new suppliers and service providers in order to secure more cost effective sources of products and services.
- Develop and deliver purchasing and inventory reports, bid proposals, requirements documentation and tender documents.
- Liaise with contractors regarding new projects, improvements and maintenance of warehouse facility and negotiate project prices and conditions of contracts to contribute to the profitability of company to make cost savings.
- Direct and manage sourcing strategies from beginning to end.
- Accomplish documents needed for the application of PEZA permits and renewal of Government permits.
- Review and Revise contracts of company's service provider and Leasing contracts for our warehouses.
- Handle Legal requirement for additional warehouse facility, process documents to PEZA and other government agencies. (IEE, LOA and Permit to Operate)
- Carrying out staff appraisals, managing performance and disciplining staff; delegating work to staff and managing their workload and output; promoting staff development and training;
- Handles Special Project as directed by the president and performs other duties as assigned.

Company : **Business Automated Systems Clinic, Inc. for NEP Logistics, Inc.**  
Designation : **Human Resources and Administrative Officer**  
Inclusive Date : **July 12, 2004 – January 22, 2007**

- Develop, establish, implement and enforce Human Resources and Administration guidelines and procedures.
- Develop and implement all Human Resources and Administration policies and procedures, including those for equipment and service provision in conjunction with department leads and department specific requirement.
- Define recommendations that support company goals, in collaboration with management committee
- Creation of job descriptions; Managing the hiring process, including advertising open positions to newspapers and other venue, reviewing resumes
- Coordinating and conducting interviews, conducting reference and background checks, drafting offer letters;
- Managing the on-boarding process for new employees; Maintaining up-to-date personnel information and files, Addressing personnel-related issues;
- Processing semi-monthly payroll via a third-party payroll service;
- Administering employee benefits and Overseeing the annual employee review process;
- Completing and submitting paperwork to external agencies including worker's compensation claims, unemployment claims, verification of employment, etc.;
- Maintaining the employee handbook and organizational staffing chart, and Ensuring management actions conform to employee handbook and Labor laws;
- Tracking employee performance documentation;
- Liaising with legal counsel to discuss HR-related issues, as needed;
- Participating in disciplinary and termination meetings.
- Review and Revise contracts of company's service provider and Leasing contracts for warehouses.
- Handle Legal requirement for additional warehouse facility, process documents to PEZA and other government agencies. (IEE, LOA and Permit to Operate)
- Carrying out staff appraisals, managing performance and disciplining staff; delegating work to staff and managing their workload and output; promoting staff development and training;
- Handles Special Project as directed by the president and performs other duties as assigned.

Company : **Business Automated Systems Clinic, Inc.**  
Designation : **HR & Admin. Officer/ Training Specialist for Amkor Technology Phils. Inc.**  
Inclusive Date : **April 01, 2004 – July 12, 2004**

- Conducts Technical related training to employee such as ESD, SPC, Safety and EMS in the company before deploying them to Client.
- Provides additional information in implementing teamwork, safety, hygiene and suggests other operational procedures.
- Conducts evaluation for the examination rating of the trainee.
- Conducts orientation to newly hired employees. Develops and conducts training program for employees.

- Processes and documents all employment matters such as hiring, promotions, transfers, and the like.
- Performs other duties as per assigned.

Company : **Amkor Technology Philippines, Inc.**  
 Designation : **Training Specialist**  
 Inclusive Date : **March 14, 2003 to October 31, 2003**

- Conducts Technical related training to employee such as ESD, SPC, FOL process for newly hired cadet Engineers.
- Conducts evaluation for the examination rating of the trainee.
- Validates Supervisor's Performance through quality, efficiency and effectiveness.
- Create training schedule for Supervisor Competency Journey.
- Assess/audit supervisor's compliance to task list and internal audit checklist.
- Prepare training and learning session materials.
- Act as trainer-process guide of supervisors.
- Check and record learning evaluation during training sessions.
- Document all inputs before, during and after the training, and as the journey progresses.
- Update training database.
- Does on line transaction of training records for data retention.
- Conducted Process and technical related training to different levels of employee in the company.
- Performs other duties as per assigned.

Company : **Amkor Technology Philippines, Inc.**  
 Designation : **Q.C. Inspector**  
 Inclusive Date : **January 17, 1994 – March 18, 2000**

- Perform line/process inspection and line audits.
- Monitor production process and inspects products reliability and quality as per customer specification.
- Ensures adherence to customer standards and recommends action like stopping production and hold shipments if necessary to contain and correct quality problems.
- Performs other related task that maybe assigned by his/her supervisor.
- Complies with proper operating procedures of safety and health standards/regulations.
- Does on-line transaction of inspected lots using local area network computer.
- Performs other duties as per assigned.

Company : **Triad Electronics Systems, Inc. (Littlefuse Inc.)**  
 Designation : **QA/QC Inspector**  
 Inclusive Date : **March 05, 1991 – June 05, 1993**

- Perform line/process inspection and line audits.
- Monitor production process and inspects products reliability and quality as per customer specification.
- Ensures adherence to customer standards and recommends action like stopping production and hold shipments if necessary to contain and correct quality problems.
- Performs other related task that maybe assigned by his/her supervisor.

- Assigned from front of line to back end of production line.
- Act as O.I.C. in case of supervisor's absence to coordinate with them regarding quality issues.
- Does incoming buy-off on newly arrived materials.
- Performs other duties as per assigned.

Company : **Pricon Microelectronics Inc.**  
 Designation : **Production Operator**  
 Inclusive Date : **October 28, 1988 – March 04, 1991**

- Performs other related task that maybe assigned by his/her supervisor.
- Assigned from front of line to back end of production line.
- Assigned at assembly operator/inspector for scanner, car radio, and cordless phone.
- Performs other duties as per assigned.

### **Education**

#### ***Master in Business Administration***

Ateneo Graduate School of Business – Makati City  
 Completed 36 units as of April 2020

#### ***B .S.B.A – Major in Management***

Asian Institute for Distance Education Foundation, Inc.  
 Graduated December 2009

#### ***Six (6) Months Live-in Caregiver Program***

Fil-Canadian Training and Development Center for Caregivers  
 Graduated December 2004

#### ***Integrated Computer Programming***

Philippine Women's University – Manila  
 Graduated December 1987

### **Computer Literacy**

Proficient in MS Word, Excel, Power Point,  
 AS400/401/402

### **Other Personal Details**

Nationality : Filipino  
 Status : Single  
 Birthday : November 1, 1969

## **Training/Seminar/Workshop Attended**

- SPIK Advocacy Workshop, September 11, 2019, Samahan sa Pilipinas ng mga Industriyang Kimika (SPIK), Pasay City
- LLDA Continuing Education Seminar, August 23, 2019, LTI Pavilion Hall, Biñan Laguna
- 1st Logistics Services Philippines Conference, December 16 - 17, 2018, DTI Competitive Bureau, PICC, Pasay City
- Training of Trainers on Globally Harmonized System of Classification and Labelling of Chemicals (GHS), August 13, 2019, The Association for Technical Cooperation and Sustainable Partnership (AOTS)/SPIK, Makati City
- 2nd Logistics Services Philippines Conference, July 15 - 16, 2019, DTI Competitive Bureau, PICC, Pasay City
- Green ICT Forum, June 1, 2019, SEIPI, SMX Convention Center, Pasay City Manila
- Responsible Care Awareness Workshop, June 27 – 28, 2019, Samahan sa Pilipinas ng mga Industriyang Kimika (SPIK), Acacia Hotel, Alabang Muntinlupa City
- Logistics Efficiency Survey Workshop, June 14, 2019, DTI, Seda Hotel, Nuvali, Sta. Rosa Laguna.
- LLDA Continuing Education Seminar for Accredited PCO, December 4 - 6, 2018, LLDA, Quezon City
- EIA @ 40 National Convention, November 5 - 7, 2018, PCE-CSSD and HOR - COE, Manila Hotel
- Implementing Effective Risk Management for EMS, August 11, 2018, Global Management Consultancy, Inc., NEPL Conference Room, Biñan City
- Conducting Effective Internal Audit for Environmental Management System, February 21 - 23, 2018, NEPL Conference Room, Biñan City
- GHG Inventory Training, Nov. 17, 2017, ISO Quest Consultancy Inc., NEPL Conference Room, Biñan City
- PCCI - CCC Business Climate Change Summit, July 27, 2017, Climate Change Commission, Paseo Premiere Hotel, Sta. Rosa, Laguna
- ECO CAMPference, August 31 - July 3, 2016, ALLPCO, Kampo Juan, Manolo Fortich, Bukidnon
- ISO 9001:2015 Internal Audit Course, TUV Rheinland, September 23, 2016, NEPL Conference Room, Biñan City
- Climate Reality Project, LOPCO, August 5, 2016, LIMA Park Hotel, Lipa City
- Implementing Effective Risk Management for Quality Management, Global System Management, June 3 & 4, 2016, NEPL Go Global, Biñan City
- Best Practice Guide on contract law for non-Lawyer, Center for Global Best Practices, March 6, 2015, Mandaluyong City
- Natural Disaster Risk Assessment and Area Business Continuity Plan Formulation for Industrial Agglomerated Areas in the ASEAN Region, JICA and AHA, May 27 and August 15, 2014, Crimson Hotel, Alabang City

## **Achievements**

- Set up company's Organizational Structure within the first six months upon hiring, was tasked to re-organize Human Resource and Administration Department.
- Spearhead creation of Administration Sections; Maintenance, General Services and MIS including its procedure and guidelines.

- Spearhead Compliance of the company to PEZA Regulatory offices, DENR and LLDA environmental compliances, PDEA and PNP license applications and other PEZA additional services registration,
- Contributed 70% of the company wide cost management program during 2008 – 2009 global crisis.
- Has Maintained Warehouse Contract Rate at a minimum for more than 8 years for Cavite, Laguna and Batangas warehouses.
- Cost Retention of Material, Packaging and Supplies for more than five years
- Supplier's Relationship Management was created and in place since 2011.

## References

I refer you by permission to:

**Nancy T. Melicano**

Finance Manager

**NEP Logistics, Inc.**

(02) 887-38-69

(049) 541-2668 loc. 110

**Ms. Yolanda G. De Vera**

Asst. General Manager for GAAD

**Nippon Express Phils. Corporation**

(02) 887-38-69 (02) 839-1111 local 302

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



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NILLA S. MARONILLA