

LISETTE C. ELIPASCUA

NG Private Road, Lower Casili, Mandaue City 6014, Cebu, Philippines
+63-9274736451 or +63-9430435463

elipasqualisette@gmail.com

HIGHLIGHTS OF QUALIFICATIONS

An adaptable HR practitioner and chemical engineer with a proven knowledge in change management, employee engagement and employee relations. An efficient technical professional with 15 years of gained experience in a fast-paced environment demanding strong, analytical and interpersonal skills. An innovative organization front liner who is very well able to multitask effectively and fit in teams easily.

PROFESSIONAL EXPERIENCE

NKC MANUFACTURING PHILIPPINES CORPORATION, LAPU-LAPU CEBU

HR Supervisor, August 2019 – Present

- Serve as a link between management and employees by handling questions, interpreting and administering agreements and helping resolve work-related problems
- Develop enhanced recruitment programs to address staff vacancies and recruit quality applicants
- Draft and implement effective HR policies to ensure all practices are in compliance with labor and employment regulations, including new normal guidelines in response to the challenges caused by the pandemic
- Increased and maintain employee retention rates to above 90% by creating and sustaining a positive work environment through interactive training sessions
- Administer information and records management systems in the department, company events planning, newsletter reports preparation and presentation

NKC MANUFACTURING PHILIPPINES CORPORATION, LAPU-LAPU CEBU

Manufacturing Supervisor, July 2006 – August 2019

- Supervised and developed teams through established work schedules, assignments and production sequences to effectively meet production goals
- Implemented process improvements that increased equipment efficiency and reduced scrap rates by analyzing charts, work orders, and production schedules, used to evaluate current production estimates and outputs
- Utilized lean and kaizen measures to motivate employees and to improve production methods, machine performance and product quality
- Conducted employee trainings on product quality and safety principles, leading to consecutive years of team recognition being outstanding in effective quality and safety practices
- Ensured equal treatment of team members despite differences in skills and behavior

EDUCATION

UNIVERSITY OF SAN JOSE RECOLETOS

Cebu City, Philippines

Master in Business Management (May 2010)

UNIVERSITY OF SAN CARLOS – TECHNOLOGICAL CENTER

Cebu City, Philippines

Bachelor of Science in Chemical Engineering (March 2005)

CERTIFICATION

Professional Regulation Commission, Board of Chemical Engineering

Chemical Engineer, May 2006

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ADDITIONAL SKILLS

- Extensive knowledge of Microsoft Office (Excel, Word, and Powerpoint)
- Proficient with Human Resource Management Systems (HRIS)
- Exposed to environments using AS-400 and Windows-based systems
- Lean Manufacturing | Interpersonal | Management Skills | 5S/Kaizen

VOLUNTEER ACTIVITIES/COMMUNITY INVOLVEMENT

The Link Newsletter
NKC Manufacturing Philippines Corporation
Editor-in-Chief, February 2015 - Present

NKC Employees Multi-Purpose Cooperative
Board of Director, April 2009 – March 2020

Prulife UK – Insurance Company
Financial Advisor, November 2017 – May 2020

Usana Philippines
Marketing Professional, September 2015 – December 2017

REFERENCES AVAILABLE ON REQUEST

- **Mr. Edmond Dantes Ouano**
EHS Department Manager
Chong Hua Hospital – Mandaue
Contact no. +63-9177771312
- **Ms. Anna May Pendon**
Accounting Department Manager
NKC Manufacturing Phils. Corp.
Tel no. (032) 340-4445 Local 201
- **Ms. Marcela Ybanez**
HR Department
NKC Manufacturing Phils. Corp.
Tel no. (032) 340-4445 Local 205