

# Engr. Elyn Solon Malawi

Desired Position:

E-mail: [emalawi33@gmail.com](mailto:emalawi33@gmail.com)

Mobile No. +639074230528

La Aldea Buena, Babag 1

Lapu-Lapu City, Philippines 6015

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## PROFILE:

- Licensed Electrical Engineer
- Virtual Assistant
- Online ESL Teacher
- Wire Harness Product Engineer

## CAPABILITIES:

- Excellent in both written and oral communication
- Proficient in Microsoft Office Applications
- Knowledgeable of Google Suite
- Hardworking, flexible and innovative
- Detail-oriented with capacity to handle pressure, multi-tasking and time bounded projects
- Strong work ethic and interpersonal skills

## PROFESSIONAL EXPERIENCE:

### UPWORK

#### **Virtual Assistant**

May 18, 2021 – Present

Job Function:

- Operations and Administrative Assistant
- Create and manage Tutor's Session Memo Summary
- Generate monthly reports for the client (students/parents)
- Interview and assess applicants
- Create calendar reminders for the Boss

### 51TALK

#### **Online ESL Teacher**

Feb 28, 2021 – Present

Job Function:

- Teach English to Chinese students from Kids to Adult
- Create Lesson Memo as an evaluation of the student's performance

### LEAR CORPORATION

Wiring Engineering Systems Department  
**Product Engineer P375 ICA/T6**

Cebu Philippines  
Sept 2014 - Present

Job Function:

- Plant support for the P375 ICA program for all three markets Cebu, Africa Argentina
- Acts as liaison between Manufacturing Plant, Design, Lead Unit, Program, Supplier and OEM

- Issue resolution and coordination
- Detail function also involves:
  - CMTS activities like notification, cost study, and CMTS release
  - DCR assessment, Release Overview and new components list
  - SEM enrollment of new components
  - Component review for RM replacement
  - Mark-up for PPAP documents
  - Harness Review
  - CTO/VAVE ideas generation and proposal
- Special Assignments
  - Assigned in Lear Africa to support manufacturing launch activities for P375 (Nov2014-Dec2014)
  - Thailand Build Support in OEM (Ford) Site for P375 15B Mass Production Build Phase (Nov2015-Dec2015)
  - eFDVS support at Ford Australia (April 7, 2019 – July 3, 2019)

Interior Systems Department  
**Associate Engineer**

Cebu Philippines  
 Feb 2008 – Aug 2011

Job Description: The Associate Engineer is responsible for maintaining engineering activities in the Philippines to support various customers.

Job Function:

***BOM (Bill of Materials) Engineer***

- Records, maintains and stores data (based on AS400 and PLM) necessary for department activities and customer needs.
- Create and update Engineering Changes Notices on AS400 and PLM.
- Generate, update and audit Bill of Materials vs. PLM
- Prepare Costed BOM Report, BOM Alert, Supplier Breakpoint Alert and EWO Part Walk files
- Monitors quality performance of other associates and provides status reports to the management
- Ensures on-time submission of deliverables.
- Checks and filters all internal works to assure only quality outputs are submitted to the customer.

***Data and Document Controller***

- Maintain and control copies of controlled documents
- Ensure review and approval of Master list is updated for controlled documents
- Issue the updated/revised controlled document to affected associate
- Maintain the appropriate records of controlled documents
- Ensure regular updating of Department Website
- Remove invalid and/or obsolete documents from all points of issue

***QOM (Quality Objective Monitoring) Coordinator***

- Collect all accuracy reports coming from each section (weekly)
- Generate reports for Department's Quality Objectives if targets are met
- Generate updated Organizational Chart for new Department Headcount
- Do the US bi monthly minutes of meeting

**EDUCATION:**

**Master of Business Management** (incomplete)  
 University of San Jose Recoletos  
 Cebu City, Philippines

**Bachelor of Science in Electrical Engineering**

April 2007  
Mindanao State University  
Marawi City, Philippines

High School – March 2001  
Agusan National High School  
Butuan City, Philippines

Elementary – March 1997  
Butuan Central Elem. School  
Butuan City, Philippines

**PERSONAL INFORMATION:**

Name : Elyn Solon Malawi  
Date of Birth : August 26, 1984  
Civil Status : Married  
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**REFERENCES:**

Available upon request