

# **JOYCEE S. MEDRANO**

**Present Address:** Mabolo Cebu City

**Address:** DAS, Toledo City, Cebu

**Contact Number:** 09270879432

**Email Address:** [joyceemedrano9@gmail.com](mailto:joyceemedrano9@gmail.com)



## **OBJECTIVES:**

Looking for a suitable job and opportunity, which I could enhance my skills and knowledge. To develop my personality as a career person using the learning's that I have gain.

## **EDUCATIONAL BACKGROUND:**

### **College:**

Bachelor of Science in Mechatronics  
Cebu Technological University Main-Campus  
M.J. Cuenco Ave. corner R. Palma Street Cebu City  
2017-2018

### **High School:**

Don Andres Soriano National High School  
DAS, Lutopan Toledo City  
2013-2014

### **Elementary:**

Gen. P. Del Rosario Elementary School  
DAS, Lutopan Toledo City  
2009-2010

## **Personal Information:**

Date of Birth: October 06, 1997  
Birth Place: DAS, Lutopan Toledo City  
Sex: Female  
Civil Status: Single  
Nationality: Filipino  
Height: 5'  
Weight: 40kg  
Religion: Roman Catholic

## **JOB EXPERIENCE:**

### **SMSF Paraplanners Inc.**

Cebu IT Park, i1 bldg., Lahug Cebu City  
Client Service Officer  
Oct 2021- Present

## **DUTIES AND RESPONSIBILITIES:**

Sending emails to clients for their documents needed to signed off.  
Follow up clients through emails and phone calls.  
Prepare review pack for the review meeting with the client and advisor.  
Prepare marketing emails for the clients.  
Assist the advisor regarding to the documents needed for the clients.

## **Lifewood Data Technology Phils**

Cebu IT Park, i2 bldg., Lahug Cebu City, 6000  
Quality Check  
Jan 2021-Present

## **DUTIES AND RESPONSIBILITIES:**

Key data from the system of Haiti.  
Conduct quality check of data of the operators.  
Assist project in Voice Segmentation.  
Assist project in Voice Crawling.  
Key French and Spanish language in Voice Segmentation.  
Quality check for French and Spanish language in Voice Segmentation. Team lead in Portuguese language Voice Segmentation.  
Provide feedbacks and Report analysis for the operators.  
Set a meeting with the team by weekly.  
Conduct check quality of work of every operator in Portuguese Voice Segmentation project.

## **Atahara System Solutions, Inc.**

Ouano Ave., NRA Mandaue City, Cebu 6014  
SAP Consultant (Sales)  
October 2019-December 2020

## **DUTIES AND RESPONSIBILITIES:**

Sending emails for our respective clients and customer.  
Answering phone calls.  
Preparing schedule for a meeting with our clients and customers.  
Encoding and updating for the proposal.  
Input data through the system of every transaction.  
Preparing the payments of deliveries of items.  
Preparing the office materials needed.  
Purchasing of office supplies.  
Joined the meeting and events of every business partners.  
Making calls for our services to the customers.

## **Yuenthai Philippines Inc.**

3<sup>rd</sup> Avenue 5<sup>th</sup> Street Mepz 1 Lapu-Lapu City Cebu Philippines 6015  
Process Engineer /Data Analyst  
April 2018-September 2019

### **DUTIES AND RESPONSIBILITY:**

Consolidation of Formulating Daily Report for Production.  
Gathering all data daily, weekly, monthly and yearly report for Change over Tracking and Non-Productive Time.  
Provide Analysis and trend of report.  
Consolidate end to end process for Incentives for all employees.  
Gathered all data output from the System and Encode for daily KPI report. Do the daily First Hour Output Report.  
Consolidation of data for Man hour for every cut off of the month.  
Do update for Bi-weekly report for ME (Manufacturing Excellent).  
Purchasing the office supplies for IE Department.

## **Terumo Philippines Corporation**

124 East Main Avenue, Laguna Techno Park Binan Laguna, Philippines  
OJT (On the Job Training)  
June 2017-March 2018

### **DUTIES AND RESPONSIBILITY:**

Prepare the Production Update Report.  
Responsible in Updating the Attendance of our team.  
Preparing the work schedule every month.  
Ensure that all controlled documents are filed with complete fill up.  
Conducts Monthly End Inventory for Stock flow.  
Monitor the stock items in the storage area.  
Prepare and route the Corporate Authorization Proposal, Purchase Requisition Slip and Final Inspection & Acceptance Report.  
Assisting in receiving an item from the supplier.  
Conduct checking of items that has been delivered.  
Conduct's 5S in our area and when doing maintenance inside the production.

### **SKILLS AND ABILITIES:**

Ability to communicate in English both written and oral forms.  
Knowledgeable in using the MS Office Application (Excel, Word, Power Point). Strong Organizational and time management skills.

Can work well both independently and as a team.  
Can deal with different kinds of people.  
Hardworking, Patient, Honest and Flexible.  
Highly motivated and dedicated to work, always willing to learn.  
Customer Service Oriented and with excellent interpersonal skills.  
Knowledgeable in SAP BUSINESS ONE, QuickBooks and Payroll.

## **CHARACTER REFERENCES:**

**Ms. Abegail Baguinon**

IE Supervisor  
Yuenthai Philippines Inc. 0956-598-4756

**Ms. Reynalyn Sibla**

ME Analyst  
Yuenthai Philippines Inc. 0905-826-6199

**Ms. Sheena Arevalo**

General IE Clerk  
Yuenthai Philippines Inc. 0999-584-4064

**Mr. Jessie Lim**

Managing Director  
Atahara System Solutions, Inc. 0966 412 4623

**Ms. Chrismarie O. Reuyan** SAP Functional Consultant Atahara System Solutions Inc. 09057683861