

Jennifer B. Balayong

Quality Engineer/CNC Machinist

Personal Information

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Skills

Leadership

Critical thinking

Functional Testing

Communication

Initiative

Statistical Analysis

Can read and interpret print

Can operate CNC machine

Computer literate

Education

- Bachelor of Science in Industrial Engineering – 2018-2019
- Computer System design & programming – 2000 - 2002

Training & Certificates

- ESD Training Course – Oct. 2, 2019
- Advance Microsoft Excel Training – Mar.8,2018
- Measuring System Analysis (MSA) – Oct. 30, 2017
- Training on Material Inspection (China) – Apr 2017
- Operation and Basic Programming of OGP Smart scope - 2017
- Basic Principles and Operation including Routine Maintenance of Zwick/Roell Z1.0 Universal Testing Machine – June 26,2014
- National Certificate II of Machining – Feb 6, 2010

References

- Lunabelle Cleto
Supply Quality Manager
- Rhandy Pamplona
NPI / NMR / SPR Quality Engineer - Supplier
- Johannes Ocaba
Quality Engineer - Supplier

An accomplished Machinist in Japan with 3-year experience operating CNC Mill and Lathes with ability to run several machines simultaneously, while checking production for quality and precision. I am also self-motivated, hardworking and dedicated Quality Assurance specialist who boasts over 8 years of experience in the Quality field seeking employment with a company that offers new opportunity and challenges.

Work Experience

2019-07-present

Quality Engineer

KNOWLES ELECTRONIC PHILIPPINES, CEBU, PHIL

- Reviewing engineering and manufacturing specification.
- Implementing process improvement to reduce lead time.
- Identifying and eliminating waste to increase efficiency.
- Designing workflows and production processes.
- Performing regular quality control audits.
- Conducting test and assessment on materials to identify quality issues.
- Ensuring that final products meet the established quality standard.

2017-12-2019-06

Quality Team Leader

KNOWLES ELECTRONIC PHILIPPINES, CEBU, PHIL

- Supervises incoming quality control (IQC) Inspectors.
- Provides trainings/certification/re-certification.
- Delegating task and monitors performance of inspectors.
- Establishes efficient system in tracking supplier issues.
- Support customer, external and internal audits.
- Allocating and managing resources.

2014-03-2017-11

Incoming Quality Inspector

KNOWLES ELECTRONIC PHILIPPINES, CEBU, PHIL

- Examined incoming materials by confirming specification.
- Conducted visual inspection and measurement test.
- Rejected all materials that fail to meet quality expectation.
- Read print, specification and understand the requirements of the product.
- Recommend improvement to ensure quality control.
- Document inspection outcomes by completing detailed report and records.

2010-10-2013-10

CNC Machine Operator

HARADA SEIKOU – NAGANO-KEN, JAPAN

- Performed simple preventive maintenance such as adjust, fluid check, replacing minor parts and lubricating equipment.
- Inspected materials and compared to documentation for accuracy and quality.
- Used measuring tools such as caliper, gauges to assess compliance with quality standard.
- Operated of more than 5 machines with target unit per hour (UPH) each machines.

2005-07-2008-04

Inventory Controller

MURAMOTO AUDIO VISUAL PHIL – CEBU, PHIL

- Performed regular stock check and reporting any issues to the supervisor.
- Coordinated logistics of purchase orders, stocks, transfers, deliveries, tagging, and processing.
- Forecasted supply and demand requirements to ensure stock availability.
- Tracking inbound and outbound orders to prevent overstocking and out-of-stocks.

2004-08-2005-02

Cashier

Pacific Mall & Super Metro – Mandaue Cebu, Phil

- Scanned goods and ensuring pricing is accurate
- Collected payment whether in cash or credit.

2004-01-2004-07

Sales Representative

NCCC Mall Tagum – Davao del Norte, Phil.

- Assisted customer
- Prepared weekly and monthly reports

2002-06-2003-08

Bodega Checker and encoder

GAISANO ISLAND MALL – Lapu-lapu City, Cebu Phil

- Examined the cargo or shipment for damage or loss
- Verified quantity