

Mark T Liwanag

Jubail, Saudi Arabia • (+966) 556175029 • mtliwanag@yahoo.com • www.linkedin.com/in/markliwanag

SUMMARY OF QUALIFICATIONS

- Over 7 years of experience in Logistical Work and Quality Assurance.
- Strong background in Calibration equipment and process, ISO 17025:2017 and ISO 9001:2015, Logistic management.
- Proven skills in computer skills, communication skills, and interpersonal skills.
- Demonstrated ability to handle emergency situation and work on stress working environment in an effective manner.
- Professional communication skills include fluency in English.
- Graduate of Bachelor of Science in Information System.
- Computer skills include: Microsoft Office, LIMS, Linux, Adobe Photoshop, WordPerfect and more.

PROFESSIONAL EXPERIENCE

Quality Assurance Assistant 2019 – Present
Gulf Equipment Metrology Services, Jubail, Kingdom of Saudi Arabia

- Develop and maintain the calibration laboratory quality systems, Quality manual and history folder to meet the company requirements in accordance of ISO 17025.
- Maintain the laboratory accreditation.
- Workload management to meet customer delivery requirements.
- Provide regular reports to department head on work progress.

Logistic Coordinator 2016 – 2019
RICI Mohammad Abdullah Al Azzaz Company, Dammam, Kingdom of Saudi Arabia

- Lead logistical team and ensure efficient work.
- Manage inventory and equipment storage by coordinating with manager and clients, include performing inventories and moving equipment through the LIMS.
- Managed multiple deliveries and orders simultaneously.
- Establish and develop excellent client relationships also for potential client.
- Increase the productivity of the department for about 15%.

Grade School Teacher

2014– 2015

Ketpichai Wittaya Saraburi School, Saraburi, Thailand

- Increase the English proficiency of the students to 15%.
- Create unconventional teaching approach to help students learn English fast and easy.

EDUCATION

Practical Electronics Certificate

2014

MFI Foundation Incorporated, Pasig City, Philippines

Bachelor of Science in Information System

2013

University of the East, Caloocan City, Philippines

REFERENCES

- Available Upon Request