

Name: SIENA R. MENDINA
Address: L29, B9, Silangan Village Brgy. Canlubang
 Calamba Laguna
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Siena R. Mendina

Personal Information

Date of Birth : May 20, 1991
Place of Birth : Burabod Castilla, Sorsogon
Height : 5'5" or 5 feet and 5 inches
Citizenship : Filipino
Status : Married
Religion : Roman Catholic
Languages : Tagalog, English
Spouse Name : Niño E. Mendina
Occupation : Businessman

Summary of Skills

- ~Committed, Hardworking, with sense of professionalism
- ~Productive and Responsible
- ~Can cope up with different kinds of environment
- ~Organization and prioritization skills
- ~Extensive experience with the Internet & MS Application
- ~Strong interpersonal skills both oral and written.
- ~Able to handle multiple tasks under pressure with minimum supervision.
- ~Willing to undergo training.

Objective

To be a part of a company that allows me to grow professionally while being able to utilize my skills for the betterment of the organization with the best use of my dedication, determination and resourcefulness.

Scholastic Background

TERTIARY:

Bachelor of Science in Computer Engineering
 Bicol University Polangui Campus
 Polangui, Albay
 (S.Y. 2009-2014) (5years CHED scholar)

SECONDARY:

Cumadcad National High School
 Cumadcad Castilla Sorsogon
 (S.Y. 2005-2009)

ELEMENTARY

Pulong Sta. Cruz Elementary School
 Pulong Sta. Cruz Sta. Rosa Laguna
 (S.Y. 1999-2005)

Work Experiences

NIDEC PHILIPPINES CORPORATION
 Quality Assurance Division
 Outgoing Quality Control PIC Engineer
 136 North Science Ave., SPEZ Laguna Technopark
 Biñan Laguna
 November 24, 2014-May 6, 2016

PHILIPPINE WOMEN'S UNIVERSITY
 IT Department
 Full Time Faculty Instructor
 Brgy. Uno, Crossing Calamba Laguna
 June 13, 2016 - October 20, 2016

STI COLLEGE CALAMBA
 IT & Engineering Department
 Full-Time Faculty Instructor
 Brgy. Uno, Crossing Calamba Laguna
 October 26, 2016 - May 2017

IONICS EMS INC.
 Quality Control Division
 Quality Control Engineer 2
 LISP I, Cabuyao Laguna
 Aug. 14, 2017 - Feb. 28, 2018

Duties and Responsibilities

- NIDEC PHILIPPINES CORPORATION**
- ~Assist immediate superior in coordinating inspection activities of Outgoing Quality Control Inspection.
 - ~Prepares Standard Operating Procedure (SOP) for each equipments/instrument at OQC inspection area based on inspection standard.
 - ~Performs GR&R inspection for all equipments/instruments of OQC department.
 - ~Verify/confirm performance of daily master motor.
 - ~Coordinate inspection activities / schedules of OQC inspectors.
 - ~Monitors inspectors daily performance and output.

- ~Monitors calibration, condition and settings of all equipments/instruments.
- ~Review results of inspection and verify non-conforming parts.
- ~Conducts OQC inspectors training & requalification report on inspection activities.
- ~Recommends to immediate superiors work method and techniques that will improve quality & inspection tact time.
- ~Performs other jobs as may be required by the Supervisor & Department Manager.

PHILIPPINE WOMENS UNIVERSITY

- ~Teaching IT subjects such as OOP, DBMS, BCC & Computer Organization & Architecture.

STI-CALAMBA

- ~College Instructor under IT & Eng'g Department

IONICS EMS INC.

- ~Assist immediate superior in coordinating inspection activities of Ongoing Box Assembly Inspection, Quality Assurance Sampling Inspection & Outgoing Inspection.
- ~Checking & Verifying Outgoing inspection based on the inspection standard.
- ~Prepares Standard Operating Procedure (SOP) for each equipments/instrument at OBA, QAS & OQC inspection station.
- ~Coordinate inspection activities / schedules of QC inspectors.
- ~Review results of inspection and verify non-conforming parts.
- ~Conducts OQC inspectors training & requalification report on inspection activities.
- ~Recommends to immediate superiors work method and techniques that will improve quality & inspection tact time.
- ~Issuance of Corrective Action & Preventive Action Report in any non-conformance of the product.
- ~Verification of activities for CAPAR CLOSING.
- ~Performs other jobs as may be required by the Supervisor & Department Manager.

Seminars & Training

"Radio Frequency Identification"

Held at Bicol University Polangui Campus Gymnasium
Polangui, Albay
Rey S. Atienza Jr.
January 29, 2012

"How to operate Pentamaster Bias Testing System"

Held at Nidec Philippines Corporation
October 20, 2015

"IPv6 in Networking"

Held at MFI Foundation, INC.
Ortigas Avenue, 1605 Pasig City
Manolo S. Santos
September 5, 2013

Character References

Engr. Richard Colasito

Course Coordinator
BICOL UNIVERSITY-Polangui Campus
Polangui Albay
09387917373

Engr. Digno Barayang

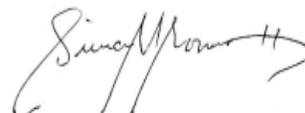
Division Manager (OQC Department)
Nidec Philippines Corporation
136 North Science Ave., SPEZ Laguna
Technopark Biñan Laguna

Engr. Caroline Quinery

QC Division Supervisor
IONICS EMS INC.
LISP Cabuyao Laguna
09158995384

Declaration

I, Siena Mendina, hereby declare that the above given information are true and to the best of my knowledge.



SIENA R. MENDINA

Applicant Signature