

TO: **The Hiring Officer**

Good day,

I would like to formally submit my job application as a **Quality Control** or **Machine Operator**. I am a multi-skilled, Production Operations Professional with a course of Diploma in Computer and Electronics Technology and 9 years of total work experience in Semiconductor and Electronic Component Manufacturing, and Electronics Manufacturing industries in Taiwan, R.O.C and also 3 Years working experience as PRODUCTION OPERATOR in Philippines company.

I am seeking for a suitable work to apply my knowledge, skills and pursue my career under your management. I am physically fit, knowledgeable and capable in handling manual and mechanical labor with the ability to correspond and follow in both oral and written instructions.

With years of professional hands-on experience and my educational foundation, I have acquired below core strengths, set of skills and qualifications as my stronghold for my job application:

- 12 years of total work experience and expertise in Semiconductor and Electronic Component Manufacturing, and Electronics Manufacturing industries in Taiwan, R.O.C and Philippines.
- Proven hands-on experience as a Machine Operator - Production Worker and Inspector
- Computer and Electronics Technology graduate.
- Undergone in-house trainings for career growth and skill advancement.
- Excellent verbal and written communication skills.
- Proficient in operating latest work-related equipment, tools, programs and processes.
- Excellent organizational and time management skills.
- Exceptional ability in following Standard Operating Procedures and Safety Standards.
- Computer Literate: Knowledgeable in basic MS Office programs and other relevant applications.
- Professional and friendly with the ability to resolve issues quickly.
- Capable of handling responsibilities with minimum supervision.
- Capable of learning and adapting to new challenges.
- Proficient organizational skills.
- High sense of loyalty and integrity.
- Ability to work on extended hours.
- Ability to work in a multicultural environment.
- Willing to work in Canada at the earliest possible time.

I am confident that my education, expertise and professional background is what sets me apart from other candidates for this job position that you require.

I look forward to discussing the position and my qualifications with you in more detail.

Thank you for your time and consideration.

Sincerely,

**JOBEE MALABANAN ONNIS**

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Philippines

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jobeemalabanan08@gmail.com

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Philippine Passport Holder

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**OBJECTIVE:** I am a multi-skilled, Production graduate of DIPLOMA IN COMPUTER AND ELECTRONICS TECHNOLOGY and 12 years of total work experience in Semiconductor and Electronic Component Manufacturing, and Electronics Manufacturing industries in Taiwan, R.O.C and Philippines Seeking for a job opportunity as a PRODUCTION OPERATOR.

### **SKILLS SUMMARY:**

Production Operations

Material Handling & Parts Assembly

Machine Operations

Workplace and Safety Practices

Process Implementation

Quality Control and Analysis

Preventive Maintenance

Leadership and Coordination

Adherence to safety policies

High sense of loyalty and integrity

Organizational Skills

Ability to Multitask

Critical and Methodical Thinking Skills

Fosters teamwork and collaboration

High sense of loyalty and integrity

Communication Skills: Oral and Written

Training / Mentoring Skills

Detail-oriented

Computer Literate: Knowledgeable in basic Microsoft Office programs and other relevant applications.

### **WORK EXPERIENCE:**

Position Held : **Machine Operator** - Production Worker  
Employer / Company : UNIVERSAL SCIENTIFIC INDUSTRY  
Industry : Semiconductor Manufacturing  
Location : CAOUTUN NANTU Taiwan, R.O.C  
Period : August 5, 2018 to August 5, 2021

Position Held : **Machine Operator** - Production Worker  
Employer / Company : United POWER Reasearch Technology Corporation  
Industry : Electronics Manufacturing  
Location : No. 38, Keyi St, Zhunan Township, Miaoli County, 350 Taiwan R.O.C  
Period : April 6, 2016 to April 20, 2017

Position Held : **Factory Worker / Inspector**  
Employer / Company : Formosa Epitaxy  
Industry : Semiconductor and Electronic Component Manufacturing  
Location : Longtan Taoyuan Taiwan R.O.C  
Period : September 20, 2010 to December 25, 2015

Position Held : QUALITY ASSURANCE INSPECTOR  
Employer / Company : NISSIN PRECISSION  
Industry : Semiconductor and Electronic Component Manufacturing  
Location : PHILIPPINES  
Period : March 2010- ,September 2010

Position Held : Production Operator/ **Inspector**  
Employer / Company : nikkoshi Corporations  
Industry : Semiconductor and Electronic Component Manufacturing  
Location : PHILIPPINES  
Period : AUGUST, 2007 to April 20, 2009

## **JOB DESCRIPTION:**

### As a Machine Operator - Production Worker / Factory Worker:

- Check, operate and maintain machinery and production line equipment.
- Follow production guidelines and specifications.
- Process, finalize and package products for shipment.
- Assemble products and parts.
- Work on the production line and meeting production targets.
- Follow health and safety standards.
- Maintain a clean workstation and production floor.
- Monitor the production line and removed faulty products.
- Report any issues to the supervisor on duty.

## **EDUCATION:**

### **Tertiary:**

Diploma in Computer and Electronics Technology  
SYSTEM TECHNOLOGY INSTITUTE  
TANAUAN CITY, BATANGAS PHILIPPINES  
2005 - 2007