

## ALGIE F. NADAYAO

163 Nàrra Street Purok 1B Brgy. Dagatan  
Lipa City, Batangas  
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**Objective:** To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

### EDUCATIONAL BACKGROUND

College : Bachelor of Science in Electronics and Communications Engineering  
University of St. La Salle, Bacolod City  
2002-2007

### WORK EXPERIENCES

**MyBrush Technology (Phil.), Inc. - Sr. Project Engineer/Project Assistant Manager**  
Blk.11 Lot 3 Bldg. 1 and 2, Reliance St. LISP3, San Rafael, Sto. Tomas, Batangas  
September 21, 2020-Present

- Works with Project Manager in executing operational and administrative tasks.
- Coordinating with different departments to ensure projects are completed on time.
- Organizing project schedules, overseeing project budgets, preparing project status reports.
- Determines project specifications by studying product design, customer requirements, and performance standards.
- Cooperating and communicating with the Project Manager and other project participants and collaborating with Senior Engineers to create more of efficient project methods and to maintain the project's profitability.
- Generation of Operation Standards, Technical Reports, Buy-off check sheets, PFMEA.
- Generation, review and submission of necessary documents to customer for Parts Approval.
  - Quality Standard Instruction
  - Control Plan
  - PFMEA
  - Dimensions
  - Test Reports
- In-charged in Product Life Cycle Management and BOM (Bill of Materials)
- Leads in the development and implementation of projects.

#### **In-House Training Attended**

- ISO 14001:2015 EMS Lead Auditor Course-June 6-11, 2022
- Lean Six Sigma Black Belt Course - September 2021-January,2022
- Design of Experiment (DOE)-March 6, 2021
- QMS Awareness-March 18, 2021
- ISO 9001:2015 Internal Audit Course- March 19,2021

**Harvestar Technologies, Inc.** - NPI (New Product Introduction) Engineer  
Blk.11 Lot 5 Millennium Drive, LISP3, San Rafael, Sto. Tomas Batangas  
May 6, 2019-Present

- Manage, plan and lead key customer projects and associated product introductions from concept to production handover
- Proactive Procurement and Supplier engagement
- Ensure NPI quality and supply chain readiness at Contract Manufacturers
- Qualification of parts and samples submitted by supplier
- Creation of Technical Data Sheets
- Manage and mentor a technical team in product introduction engineering and project management best practice
- Provide technical support for failure analysis and root cause investigation of product failures

**CAL-COMP Precision Philippines, Inc.** - Quality Engineer / Project Eng'r  
Lot 11 H.Y. Dimacali, Avenue, FPIP II SEZ, Brgy. Sta Anastacia, Sto. Tomas Batangas  
January 26, 2017- May 6, 2019

- Leads in DPAP (Dyson Part Approval Process)
  - Preparing and Submitting ISIR Package to the customer for approval
  - ISIR Package consists of the ff documents:
    - Control Plan
    - FMEA
    - Quality Standard Instructions
    - DRMS
    - Part Submission Warranty
    - Dimension Report
- Ensure that the company can meet the manufacturability and quality requirements of the parts supplied to the customer
- Provide evidence that the customer engineering design record and specification requirements are clearly understood and fulfilled by the company
- Work with Project Engineers for process improvements.

**SunPower Manufacturing Philippines Limited** - Lead Technician  
Third Street, First Philippine Industrial Park, Sta. Anastacia, Sto. Tomas, Batangas  
June 10,2008 – December 2016

- Knowledgeable in A330 process.
- Checked/monitoring N2 and O2 curtain in the process.
- Attends regular SPC meeting for self improvement towards work.
- Attends employees training (FMEA analysis, 8D workshop, Process Nodal Flow and 7QC tools).
- Conduct monitoring checklist and evaluate qualification run of equipment under direct responsibility before going to mass production.
- Ensures good quality output based on defined parameters and control on-time delivery of products.
- Ensures production downtimes are properly recorded and attended.
- Perform minor tool set-up and machine adjustment.
- Take lead role in improvement programs like SPC, TPM and 5S.
- Reports to manufacturing supervisor and observe line abnormalities, whether it is machine, process or material
- Escalate problem(s) encountered to manufacturing supervisor.
- Assist other engineers (process, maintenance, IE) during evaluations.
- Support other production area as deemed necessary by manufacturing supervisor.

**Manufacturing Self-Assessment Auditor - G1 Cluster 4**  
2009-2016

- Ensure all quality specifications are met for any given product or procedure.
- Communicates with employee to determine if job functions are carried out with the aspects of quality in mind.
- Observing employees while using equipment, ensuring such equipment's is functioning at top quality levels.
- Suggests methods to bring equipment and work procedures into compliance with standards

**SME (Subject Matter Expert) - FGA/PBA Process**  
2016

- Act as a Leader of the two processes across all line/shifts.
- Ensure that all team members comply with Process Specification.
- Attend meetings with Supervisors, Managers, Engineers.
- Reports issues regarding the process.
- Download/discuss information and issues to the members thru email.

**In House Training Attended**

- 7 QC Tools
- Process Nodal Flow
- Control Chart Basic
- GUI (Viewing and Data Logging)
- 8D Training
- Zero Defect Line Training (pioneer)
- Safety Training
- Integrity and Discipline Training

**Teleperformance - Technical Support Representative (AT&T)**  
Bacolod City  
Nov.2007 - May 2008

- Deliver service and support to end-users using and operating automated call distribution phone software, via remote connection or over the Internet.
- Interact with customers to provide and process information in response to inquiries, concerns, and requests about products and services.
- Gather customer's information and determine the issue by evaluating and analyzing the symptoms.
- Diagnose and resolve technical hardware and software issues involving internet connectivity, email clients, IPTV, VOIP and more.
- Research required information using available resources.
- Follow standard processes and procedures.
- Identify and escalate priority issues per Client specifications.
- Redirect problems to appropriate resource.
- Accurately process and record call transactions using a computer and designated tracking software.
- Offer alternative solutions where appropriate with the objective of retaining customers' and clients' business.
- Organize ideas and communicate oral messages appropriate to listeners and situations.
- Follow up and make scheduled call backs to customers where necessary.
- Stay current with system information, changes and updates.

**ePLDT Ventus, Inc - Technical Support Representative (Summer Job)**  
Ortigas, Pasig City

April 24 – May 15, 2006

- Provide initial support level for customer's basic internet connection issues such as verifying physical layer issues, resolving username and password problems, uninstalling/reinstalling basic software applications, verification of proper hardware and software set up, and assistance with navigating around application menus.
  - Typically handle straightforward and simple problems while possibly using some kind of knowledge management tool.
  - Handles 70%-80% of the user problems before finding it necessary to escalate the issue to a higher level.
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## **Personal Information**

Date of Birth	: August 1, 1985	Place of Birth	: Bacolod City
Age	: 37 yrs. Old	Height	: 5'
Weight	: 110 lbs	Religion	: Roman Catholic
Sex	: Female	Citizenship	: Filipino
Civil Status	: Married		

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## **Other Interests**

Special Skills	: Computer proficiency, leadership experience, excellent communication skills, With internal and external customers, problem solving abilities
Languages Spoken	: English, Tagalog, Ilonggo, Cebuano
Working Attitude	: Excellent communication skills, transparency, consistent, reliable, trustworthiness, drive to set goals, good in making decisions and accepting responsibilities.

## **CHARACTER REFERENCES**

Available upon request.