

Apple Grace Pagunsan

Electronics Engineer



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ABOUT ME

Dedicated and detail-oriented Electronics Engineer, Science Research Specialist, ISO 17025:2017 Quality Management Representative and Service Engineer with more than (6) Six years of combined experience.

Age : 30

Nationality : Filipino

Civil Status : Single

Birth Date : July 3, 1993

Language: English, Filipino

EDUCATION BACKGROUND

● BS Electronics Engineering

Colegio de San Juan de Letran-Philippines

Completed: 2014-2018

● Electronics & Communication Engineering Technology

Technological University of the Philippines-Manila

Completed: 2011-2014

PROFESSIONAL EXPERIENCE

Al Ain Pharmacy Sole Proprietorship LLC

Al Ain, UAE

Document Controller

Sep 2023 - Present

- Manage the processes and Maintain confidentiality around sensitive documentation
- Implement document control procedures to ensure efficiency and compliance with ISO 9001:2015, ISO 27001:2022, ADHICS, DOH, MOH and DHA standards

Three A for Training and Competencies Development LLC

Abu Dhabi, UAE

Training Team Leader

Sep 2022 - July 2023

- Identifying training needs and creating effective training solutions that improve employee performance and productivity.
- Prepared documents for the company's acquired accreditation/certification (ICV, ACTVET & ISO 9001:2015)
- Evaluate and Prepare technical and commercial proposals for ADNOC, Al Ghaith, IAT,BV etc
- ADDC Approved Assistant Electrical Engineer
- Manages Company's Marketing Campaign and LinkedIn account.

Department of Science and Technology(DOST)-Electronics Product Development Center(EPDC) - Taguig, Philippines

Science Research Specialist I

Sep 2019 - Jun 2022

- Plan, Design, Schedule and Conduct training sessions for Academe, Government and Industries
- Design, fabricate and test PCBs to specified standards, troubleshoot and documents.
- Research and Development
- Assist in conducting EMC Test, Product Safety test and other test laboratory activities which comply with local and international standards

Golden Bat (Far East), Inc. – Quezon City, Philippines

Service Engineer

June 2018 – Aug 2019

- Trained to travels to schools, medical facilities, labs, and other locations to service, install, calibrate maintenance and repair laboratory equipment by company standards, compliance standards, and customer requirements.
- Provides training to teach the staff how to properly use the equipment.
- Established Laboratory and Field testing Procedures.
- Provides technical support regarding biomedical and testing equipment.
- Write technical reports and make recommendations based on the findings.

Curo Teknika, Inc – Makati, Philippines

Support Specialist

May 2015 – Feb 2016

- Monitoring accounts, identify outstanding debts, investigate historical data. Resolve billing and customer credit issues.
- Contact clients to ask about their overdue payments, take actions to encourage timely debt payments, process payments and refunds.
- Updating account status records and collection efforts.

SELECTIVE ACHIEVEMENTS

2020-2023

- **Abu Dhabi Distribution Company (ADDC)**
Approved Assistant Electrical Engineer
- **Basic Occupational Safety and Health-**
Safety Officer 1
- **Quality Management Representative** for the
ISO 17025 Accreditation of (EMC)Testing
Laboratory

2018-2019

- Installation, Troubleshooting, Calibration and
Maintenance of Medical and Laboratory
Equipment.
- Training the staff for the operations of
Medical and Laboratory Equipments.

SKILLS

- Internal Audit
- ISO 17025:2017 LMS
- ISO 9001:2015 QMS
- ISO 27001:2022 ISMS
- HIPAA
- Training and Development
- Research Development
- PCB Design, Fabrication and Assembly
- EMC Testing, Product Safety Testing

TRAININGS AND SEMINARS ATTENDED

- **Basic Occupational Safety and Health Training
for Safety Officer I – Train of the Trainers –**
Department of Labor and Employment (2022)
- **ISO 17025:2017 Internal Audit Course –** SGS
Philippines(2021)
- **Volumetric Glassware Calibration Training –**
Philippine Geoanalytics Calibration (2019)
- **Principles, Basic Operation, Installation and
Repair of Ametek Viscometer-** Golden Bat Inc.
(2019)
- **Technical Training for Installation and
Maintenance of VIS108 Explosive Detection
System X-Ray Machine-NAIA (2017)**
- **Technical Training for Installation and
Maintenance of eXaminer SX Explosive
Detection System X-Ray Machine –NAIA (2017)**

INTERNSHIP

Toyota Motors Philippines Inc.
QA-Inspector Painting Section
Apr-Sep 2013

Ninoy Aquino International Airport
Technical Support Engineer
Apr-Jun 2017

ORGANIZATIONAL AFFILIATION

Institute of Electronics Engineers in the Philippines-IECEP (UAE Chapter)

Member, 2018-Present