

Kristine A. Enrico

Motivated, organized, and results-driven with extensive experience in the manufacturing industry.
Competent in overseeing the productivity and coordination of multiple departments.

CAREER EXPERIENCE

Operations Executive
Jewel Lingerie
April 2005 to present

Production Department

- supervise and monitor the production, output, and efficiency of sewing lines
- oversee the implementation of quality measures as required by the customer
- monitor the production schedule and see that deliveries comply with customer deadlines
- communicate customer concerns accordingly
- recommend measures to be implemented that can lead to better productivity and quality

Cutting Department

- provide schedule in coordination with raw materials arrival and production needs
- oversee material usage and consumptions

Packing Department

- monitor output in accordance with due dates
- ensure that packing method and materials comply with customer specifications

RM Department (Warehouse)

- oversee that materials received are correct in quantity and comply with quality guidelines

Product Development

- supervise the development of new styles
- communicate customer directives and requirements with product development team

HRD Clerk
Jewel Lingerie
October 2002 to March 2005

- interview and hire applicants
- schedule trials and training for new hires and existing staff

EDUCATION

Bachelor of Arts, Psychology
Graduated Cum Laude, 2002
University of the Philippines
Cebu City, Cebu, Philippines 6000

LANGUAGES

English
Filipino

OTHER DUTIES & RESPONSIBILITIES

- receive and respond to electronic correspondence and phone calls
- maintain proper inventory of office supplies and machine spare parts
- order materials and supplies
- delegate work to support staff
- relay information received from electronic mail accordingly
- assist in the preparation and submission of forms
- prepare reports needed for budget appropriation

SOFTWARE

Electronic mail
MS Word
MS Excel

CONTACT

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