

Jesraah Nadine C. Sedavia

nadinesedavia@yahoo.com / 09277357763 / 70 Kalikasan Street Karangalan Village, Pasig, Metro Manila, Philippines

Summary

Motivated professional who has a solid drive for results and displays energy and excitement to finish things efficiently. Ability to work autonomously and interact with all functions and levels of management. Accountable and detailed oriented with extensive experience in the areas of financial, sales, and operations planning, performance management, forecasting, project management, and continuous process improvement. Proficient in a range of primary support including data management and analytics.

Personal Background

- *BIRTHDAY*: July 29, 1999
 - *BIRTH PLACE*: Quezon City, Metro Manila, Philippines
 - *GENDER*: Female
 - *CIVIL STATUS*: Single
 - *NATIONALITY*: Filipino
 - *RELIGION*: Roman Catholic
-

Licenses and Certifications

- *SAFETY OFFICER 2*, Basic Occupational Safety and Health (BOSH) with Training of Trainers (ToT) – FRReal Occupational Health and Safety Training Services: Issued on August 2021
 - *CERTIFIED LEAN SIX SIGMA YELLOW BELT PROFESSIONAL*, 6Sigma Study: Issued on August 2020
 - *CERTIFIED LEAN SIX SIGMA WHITE BELT PROFESSIONAL*, Ask Lex PH Academy: Issued on August 2020
 - *CERTIFICATE HOLDER*, Introduction to IoT – Cisco Networking Academy: Issued on August 2020
 - *CERTIFICATE HOLDER*, Introduction to Cybersecurity – Cisco Networking Academy: Issued on September 2020
 - *CERTIFICATE HOLDER*, Accreditation Board for Engineering & Technology (ABET): Issued on March 2021
-

Work Experience

Analyst II, Operations Planning

Copeland Corporation LLC (formerly Emerson Commercial and Residential Solutions) • Quezon City, Metro Manila
06/2022 - Present

- Demantra / Demand Forecast Management:
 - Implemented improvements on the use of Demantra.
 - Provided Training for Demantra Users.
 - Supported users of Demantra.
 - Assisted with Aftermarket Parts forecast b process of Refrigeration.g and margins on a monthly, quarterly, and yearly basis.
- Sales and Operations Planning:
 - Assisted with preparation for the Pre-S&OP process of Refrigeration.
 - Assisted with Communication with Sales Managers, Export Leaders & Plant Operation.
 - Helped facilitate consensus plan with Key Stakeholders on the S&OP plan.
 - Prepared and Reports To Develop S&OP Improvements.es and Finance using Demantra.
 - Created Adhoc Reports To Develop S&OP Improvements.
 - Used Demantra to Support Managing and Improving the existing Demand Forecast Process.
- Submitted and Maintained Sales and Forecast Reports:

- Preliminary and Final Demand Reports for Plant Operations.
- Monthly Summary Forecast Delta By Market in Pcs and Dollars.
- Shipment and Open Order Reports for International Markets.
- Monthly Summary Forecast Delta By Market in Pcs and Dollars
- Weekly Ref Bookings Report for Ref Executives.
- Administration:
 - Calendar Management.
 - Worked on learning and understanding the business and our S&OP process to be able to grow and expand duties.
- Additional Functions:
 - Worked on learning and understanding the business and our S&OP process to be able to grow and expand duties.
 - Performed other functions as may be deemed necessary by and needed to deliver the output guided by the company's vision, mission and employee policies.

Cadet Analytics

Emerson Commercial and Residential Solutions • Quezon City, Metro Manila

03/2021 - 06/2022

- Documented the standard process of data migration into Salesforce and Eloqua, based upon where the data to be migrated resides.
- Conducted Quality Assurance checks on Refrigeration - PTS and Refrigeration - IPPR.
- Created informal quotes as a basis for the pricing proposal for Request for Quotations (RFQ) on White Rodgers - Comfort Controls and Climate Asia and MEA.
- Received training on how to price each Request for Quotations (RFQ), including the margin on each quoted model in Refrigeration.
- Conducted RDSL Encoding, Past Due Orders Checking based on Assured Sales & Open Order Reports, and Distribution for 45 Days Expiry Report to Sales, Pulled Official Quotes and Set the Prices for CY22 Price Increase on White Rodgers - Comfort Controls.
- Prepared the analysis for the Asia Pricing Template - Pricing Request Form and submitted it to the Business Leaders and Regional Vice Presidents for approval.
- Created a standard template for consistent rebate analysis, by consolidating all data sources that is used in the current process on Climate Asia and MEA Pricing.
- Supported with preparation for the Pre-S&OP forecast process in Refrigeration.
- Utilized Demantra to support, manage, and improve the existing Demand Forecast Process.
- Constructed, and finalized reports for Operations, Sales, and Finance using Demantra.
- Validated Demantra Sheets in order to check the accuracy weekly.
- Submitted Pre and Post Demand Reports for Plant Overviews and Operations.
- Assisted in preparation for Aftermarket Conference Packet.
- Assisted in facilitating consensus plan with Key Stakeholders on the S&OP plan.
- Maintained Shipment and Open Order Reports for International Markets.
- Prepared Weekly Ref Bookings and Prepack Reports for Ref Executives.
- Attended all required trainings and able to submit required reports.
- Observed proper compliance to Company's Code of Conduct, House Rules, and Team policies.
- Followed assigned schedule of duty, including support during local holidays, overtime, and change of shift.

Data Analyst Intern

Emerson Commercial and Residential Solutions • Quezon City, Metro Manila

10/2020 - 11/2020

- Found and troubleshoot the problem to continue to efficiently capture the data needed.
 - Conducted Time and Motion Study and Productivity Analysis to make suggestions for Standard Time in ProAct Dispatch Process.
 - Always on the lookout for tiny mistakes that can lead to larger problems in the data.
 - Able to convey information/results/findings in a clear and logical manner thru visualization and good presentation skills.
 - Collaborated with people in a variety of positions to get the job done.
-

Educational Attainment

Bachelor of Science in Industrial Engineering

Technological Institute of the Philippines • Quezon City, Metro Manila

02/2021

LEADERSHIP AND ACADEMIC ACTIVITIES

- SCHOLAR, Emerson Commercial and Residential Solutions
- SCHOLAR, American Chamber Foundation of the Philippines
- FIRST PLACE, 5th North American International Conference on Industrial Engineering and Operations Management (Detroit, USA)
- PRESENTER, 5th North American International Conference on Industrial Engineering and Operations Management (Detroit, USA)
- FIRST AUTHOR, 5th North American International Conference on Industrial Engineering and Operations Management (Detroit, USA)
- 2nd RUNNER UP, Science and Technology Fair 2020 (Technical Category)
- PRESENTER, Science and Technology Fair 2020 (Technical Category)
- QUIZZER, Philippine Institute of Industrial Engineering - National Qualifying Rounds
- QUIZZER, College of Engineering and Architecture Interdepartmental Quiz Bee
- SCHOOL AMBASSADOR, American Chamber Foundation of the Philippines
- VICE PRESIDENT, Organization of Industrial Engineering Students (ORIENTS)
- SECRETARY, Department Student Council - Industrial Engineering (DSC - IE)
- INDUSTRIAL ENGINEERING REPRESENTATIVE, Society of Scholars – Technological Institute of the Philippines - Quezon City (SOS – TIPOC)
- HEAD AMBASSADOR, Philippine Institute of Industrial Engineers – National Student Chapter (PIIE – NSC)
- PEER ADVISER, Project Feasibility Exposition 2021
- MEMBER, Philippine Institute of Industrial Engineers – National Student Chapter (PIIE-NSC)
- MEMBER, Operations Research Society of the Philippines – Student Federation (ORSP-SF)
- MEMBER, Organization of Industrial Engineering Students (ORIENTS)
- HEAD ORGANIZER, Environmental Fair 2019: Documentary Contest (Industrial Engineering)
- HEAD ORGANIZER, Nights of Lights and Carols 2019: Industrial Engineering
- HEAD ORGANIZER, Mr. and Ms. TIP Model Student 2020: Industrial Engineering
- HEAD ORGANIZER, Interdepartmental Cheer Dance Competition: Industrial - Electronics Engineering
- HEAD ORGANIZER, APEX: Project Feasibility Exposition 2020
- HEAD ORGANIZER, Industrial Engineering Days 2020

DESIGN PROJECT COMPLETED/ RESEARCH

- 1st Place – 5th North American International Conference on Industrial Engineering and Operations Management - Pandemic Response Based Healthcare Services System Architecture Among Urbanized Communities in the Philippines
 - Best Paper - Profit Maximization for Fruities Shake Stand using Linear Programming
 - 5th Year - IE 506: Design Project 2 - Production Management System for A1+ Multinational Packaging Inc.
 - 5th Year - IE 507: Facilities Design - Minimizing Bottle neck in Spreading Process for Brassiere Produced in Progrizive Incorporated through (Locations, Entities, Arrivals, Processes) LEAP technique
 - 5th Year - IE 501: Undergraduate Research - GrabDoc: A System Architecture Based Enhanced Healthcare Services of Urbanized Barangays in the Philippines
 - 4th Year - IE 405: Production Systems - Process Layout Improvement in the Production of Barongs in M5 Mart, Inc. using ProModel Simulation
 - 4th Year - IE 405: Project Feasibility - A Feasibility Study on Elimina: A Frequency Based Fire Extinguisher
 - 4th Year - IE401: Ergonomics (Human Factors Engineering) - Usability Evaluation and Assessment of Substandard Fire Extinguisher Design through Multiple Regression Analysis
 - 3rd Year - IE 303: Methods Engineering - Reduce the Percentage Scrap or Waste due to Spill and Undetected Photoeye in the Production Department of Unilever Philippines
 - 3rd Year - IE 301: Advanced Statistics - The Study of Improvement of Sales per Week in Vicsteel Industries Using Simple Linear Regression
-

Skills and Qualifications

- Effective reporting and presentation skills.
 - Keen eye for identifying opportunities.
 - Continuously seeking for improvement.
 - In-depth knowledge of statistical methods and data analysis.
 - Displayed solid Problem identification and problem-solving competency using Lean concepts.
 - Ability to assume cross-trained and back up functions in the event of low utilization or capacity constraints
 - Has the ability to think analytically.
 - Enthusiastic and proactive team player.
 - Proficient in Minitab Software.
 - Proficient in JDE Software.
 - Proficient in Oracle DOMO.
 - Proficient in Oracle Flora and Oracle CRM.
 - Proficient in Demantra.
 - Proficient with different Microsoft Softwares namely:
 - Microsoft Word
 - Microsoft PowerPoint
 - Microsoft Outlook
 - Microsoft Excel
 - Microsoft Project
 - Microsoft Visio
 - Proficient with SWOT Analysis, Lean Six Sigma Concepts, and other Problem Identification Tools.
 - Has an interest in lifelong learning and career development.
 - Has a strong time management and multitasking skills.
 - Skilled verbal and written communication skills.
 - Experienced in collaborating with different teams.
-

Trainings and Seminars Attended

- *Data Visualization Training*, SPARx Training - Emerson Commercial and Residential Solutions: Completed on March 2023
 - *Data Literacy Training*, SPARx Training - Emerson Commercial and Residential Solutions: Completed on October 2022
 - *Practical Problem Solving Training*, EMSS Virtual Training: Completed on August 2022
 - *EMSS Virtual Training*: Completed on August 2022
 - *Performing and Developing at Emerson*, EMSS Virtual Training: Completed on September 2021
 - *Introduction to Managing Unconscious Bias*, EMSS Virtual Training: Completed on August 2021
 - *Safe Spaces Training for Everyone*, Emerson Employee LearnCenter: Completed on September 2021
 - *Business Continuity Management*, Emerson Employee LearnCenter: Completed on March 2021
 - *Leadership Competency Framework in Emerson*: Korn Ferry Leadership Architect, Emerson Employee LearnCenter: Completed on October 2020
 - *Human-Centered Design and Engineering*, Engineers Without Borders – Philippines (Manila Water): Completed on September 2020
 - *Effective Ways to Conduct Problem Identification Tools*, Technological Institute of the Philippines, Quezon City: Completed on September 2020
 - *Sharpening Our Tools and Techniques as an Industrial Engineering: Decision Making*, Technological Institute of the Philippines, Quezon City: Completed on September 2020
 - *Graphical Analysis Using Minitab*, Ask Lex PH Academy: Completed on August 2020
 - *Technological Institute of the Philippines - Student Leaders' Team Building*: Completed on June 2019
 - *FINTECH: Improving Our Common Cents*, Technological Institute of the Philippines, Quezon City: Completed on November 2018
-

References

- Engr. Arriane A. Palisoc
 - Industrial Engineering Department Chairman, Technological Institute of the Philippines – Quezon City
 - Email: arriane.palisoc@tip.edu.ph
 - Contact: 09064337806
- Engr. Romalyn L. Galingan
 - Assistant Professor IV, Technological Institute of the Philippines – Quezon City
 - Email: rgalingan.ie@tip.edu.ph
 - Contact: 09174631716
- Engr. Juan Miguel N. Dinglasan
 - Professor & Innovation Technology Support Officer, Technological Institute of the Philippines – Quezon City
 - Email: jmdinglasan@tip.edu.ph
 - Contact: 09178397994