

# DANNIE OAVENGA

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📍 No. 33 Lane 486 Minghu Road East District, Hsinchu, Taiwan Republic of China

## 🧩 CAREER SUMMARY

Motivated, hard working person with positive attitude physically fit and strong work ethic in fast paced work place to perform 100% in all aspects. Eager to expand my skills and exploring to try something new work environment as **Machine Operator** for continuous improvement in operation with solid skills where I can contribute and collaborate in a team while maintaining equally adept at working and specialized in maintaining quality of work.

## 🧠 SKILLS

Able to work under pressure

Critical thinking and creative problem solving

Can work even under minimum supervision

Team Player & Time Management

Demonstrates individual leadership skills

Excellent communication skills and enthusiasm

Attention to detail & manual dexterity

Excellent physical stamina and the ability to multitask

Flexibility in work duties and schedule

Fast learner and can undergo training

Meticulous attention to detail

Able to work in a flexible environment

Ability to work in a fast- paced environment

Interpersonal Skills

Ability to work independently and in a team

Willingness to accept responsibility

Organizational Skills

Possesses a combination of strong ethics

Good teamwork Skills

Easily adjusts to different work environments and shifts

Flexibility and commitment

Excellent hand-eye coordination

Positive and approachable manner

Good level of literacy and numeracy

Microsoft Office Application (MS Word, MS Excel, MS Power Point)

## 📁 WORK EXPERIENCE

### Technician/Preventive Maintenance, VisEra Technologies Company Ltd.

February 2021 – present | Hsinchu, Taiwan Republic of China

- Records and reports damaged, worn, or broken parts
- Orders and installs replacement parts for machines
- Identifies the causes of unexpected breakdowns of machines
- Repairs broken machines quickly and efficiently
- Prepares reports documenting work performed

### Machine Operator, Unimicron Technology Inc.

May 2015 – February 2021 | Taoyuan, Taiwan Republic of China

- Monitor and properly adjust machine settings
- Supply raw material or parts to semi-automated machines
- Check parts with precision, using appropriate measuring tools
- Troubleshoot issues that might occur during the shift

### Technical Support Representative, SPi CRM Inc. (formerly EPLDT Ventus)

September 2007 – June 2014 | Manila, Philippines

- Answering customer questions to learn about their situation
- Asking questions to get a better idea of what might be wrong
- Diagnosing and providing clear advice on what the user can do to solve their problem
- Logging information about the correspondence into the company's system to keep a record of actions

### Technical Support Representative, Infocom Technologies

February 2007 – August 2007 | Makati, Philippines

- Take calls from customers experiencing technical issues
- Troubleshoot the issue over the phone
- Forward more complicated issues to the appropriate specialist
- Log all calls and solutions

### Records Clerk, Assoc. Medical & Clinical Services, Inc.

April 2005 – June 2007 | Makati, Philippines

- Process applications and file records
- Maintain updated files
- Complete all forms
- Answer queries by searching and retrieving files

### Computer Operator, Municipality of Buhi

January 2003 – April 2004 | Buhi, Philippines

- Maintain and update technical manuals
- Maintain and update the company website
- Maintain and update company intranet
- Manage IT components

## 🎓 EDUCATION

### Computer System Design and Programming, AMA Computer Learning Center

June 2000 – December 2002 | Iriga, Philippines

## ✍️ DECLARATION

I hereby certify that all above information is true and correct to the best of my knowledge and beliefs.

DANNIE OAVENGA