

**Doris Alvarez Livelo**

#378 Purok 7 Majada Out Calamba City, Laguna Philippines  
4027 Mobile No.: 0906-243-1055  
Email Add: [dorislivelo@yahoo.com](mailto:dorislivelo@yahoo.com)



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**PROFESSIONAL SUMMARY**

Experienced in Managing Administrative work in Construction firm and Supervising Production line in Manufacturing field. Implementation and Execution of project from planning and budgeting. Knowledgeable in and well versed in Microsoft Office specifically in Microsoft Word, Excel, Powerpoint and Visio. Strong professional skills with Bachelor of Science in Industrial Engineering focused in construction and manufacturing firm and Services.

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**WORK EXPERIENCE**

Position : **HR / Admin Manager**  
Company : **DCCON Engineering Services**  
Address : Unit 403, Marcelita Building Brgy Real, Calamba, Laguna, 4027  
Duration : November 16, 2019 up to present

Duties and Responsibilities:

- Administer compensation and benefit plans
- Assist in development and implementation of human resource policies
- Organize quarterly and annual employee performance reviews
- Maintain employee files and records in electronic and paper form
- Prepare proposal and bill of materials or bill of quantity for the client Requirements
- Accomplishes construction human resource objectives by selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising job contributions; recommending compensation actions; adhering to policies and procedures
- Managing the recruitment and selection process
- Assess training needs to apply and monitor training programs
- Plan the delivery of the project at hand
- Assign in preparing payroll for the employees
- Report progress on projects and update project reporting, checkpoints, and financial reporting to a high standard.
- Plan and arrange visits to existing and new potential clients, ensuring every client receives sufficient support to enhance their relationships
- Meets construction budget by monitoring project expenditures; identifying variances; implementing corrective actions; providing non-project annual operating and capital budget information.

- Supervise sub-contractors by locating, evaluating, and selecting subcontractors; monitoring and controlling performance
- Determine needed resources (labor, equipment and materials) from start to finish with attention to budgetary limitations.
- Submits reports to the general manager on its meetings and activities

Position : **Shift Production Supervisor**  
 Company : **ACS Manufacturing Corporation**  
 Address : Silangan Canlubang Industrial Park, Canlubang, Calamba City Laguna, 4027  
 Duration : November 16, 2015 to March 14, 2018

Duties and Responsibilities:

- Organizes the crew during start-up and supervises the work of every member of the line.
- Ensures that all procedures are in accordance with the Procedure and Work Instructions Manual (PAWIM).
- Sees to it that line utilized at its optimum, checked from time to time the quantity and the quality of their work.
- Monitors production line toward achievement of set Section's Key Objectives
- Determines and requests Raw and Packaging Materials needed for the production during shift and ensure that all received materials requested are verified.
- Monitors finished goods and ensure that transferred FG are on time, documented, and well accounted.
- Ensures proper maintenance and operations of all machines, tools and equipment of the section.
- Ensures all gauges and measuring equipment are properly calibrated and verified on time.
- Ensures that the company norms and standards in 5's are maintained in production area, building and its perimeter area.
- Maintain, review and ensures completeness of records used in production.
- Check timecards of all personnel assigned in section, collects and submits to accounting staff during cut-off period.
- Follow and implement rules and regulations of the company.
- Responsible in turning over the activities to the other Shift Supervisor.
- Report directly to the Section In-charge regarding activities of the section.
- Performs other duties and tasks as assigned by the Production Superintendent or Plant Manager

Position : **Engineering Staff**  
 Company : **Gunma Gohkin Philippines Corporation**  
 Address : LISP, Cabuyao City Laguna, 4025  
 Duration : November 16, 2015 to March 14, 2018

Duties and Responsibilities:

- Responsible in monitoring machining tools regarding tool inventory, tool evaluation and all procedure related on PED conducted on warehouse from receiving of tools from supplier to issuance for production.

- In charge in preparing procedure or improving process flow in all models especially on machining process
- Responsible in doing tool movement and cutting sequence of all models.
- Responsible in preparing process engineering instruction.
- Support Process Engineering Department Section Head and Manager for the improvement of the section.

Position : **Senior Lead Technician**  
 Company : **Sunpower Philippines Manufacturing Limited**  
 Address : FPIP Sta Anastacia Sto Tomas Batangas 4232  
 Duration : July 07, 2007 to October 25, 2012

**Duties and Responsibilities:**

- 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. - Performs minor troubleshooting of the assigned tool
- 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.
- Support other production area as deemed necessary by manufacturing supervisor.
- Responsible for producing high outs and yield as well as exceeds the day commitments
- Practice real time transactions at the Manufacturing Execution System

**Other Responsibility: Qualification Technician**

- Assist process engineers during evaluations.
- Perform Product Look Ahead for quality assurance.
- Monitor print to print overlay and monitor the offset of the print to ensure the good quality of the product

**EDUCATIONAL BACKGROUND**

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<b>Tertiary</b>	Year [From] - [To]
<b>Course: Bachelor in Science of Industrial Engineering</b> School: Colegio de San Juan de Letran Address: Bucal Calamba Laguna, Philippines	2000 - 2007
<b>Secondary</b> Sta Cecilia Catholic School Address: Canlubang Calamba Laguna Philippines	2000 - 1996
<b>Elementary</b> Majada Out Elementary School Address: Majada Out Calamba Laguna Philippines	1996 – 1990

## **SKILLS**

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- Proficient in Manufacturing Execution System, Kanban System, and 5's
- Have an appropriate statistical and computational skills and highly developed problem-solving skills
- Well versed in Microsoft Office (Word, Excel, Powerpoint, Visio)

## **TRAININGS**

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- IQA (Internal Quality Audit) ISO 9001; 2015  
ACS Manufacturing Corporation  
Canlubang Silangan Industrial Park,  
Canlubang, Calamba City, Laguna  
January 29-30, 2018
- STATISTICAL PROCESS CONTROL trainings  
QC Tools, Control Chart, FMEA (Failure Mode and Effect Analysis),  
Lean Manufacturing  
Sunpower Philippines Manufacturing Ltd.  
FPIP, Brgy. Sta. Anastacia  
Sto. Tomas, Batangas

## **FAMILY DETAILS**

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Spouse's Name : Livel, Ronald O.  
Birthdate : April 14, 1984  
Highest Level of Education : Bachelor in Science of Electrical Engineering  
Civil Status : Married

Son's Name : Livel, Kiel Wynne A.  
Birth Date : October 22, 2009  
Highest Level of Education : Secondary Level  
Civil Status : Single

## **CHARACTER REFERENCES**

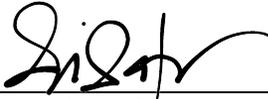
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Mr. Raymon Dela Cruz  
General Manager  
DCCON Engineering Services  
Sta Rosa Laguna  
0968-856-6200

Mr. Larry Buque  
Manager  
Gunma Gohkin Philippines Corporation  
LISP 1 Cabuyao, Laguna  
(049) 543-0121

Engr. Aileen Angon  
Asst. Plant Superintendent  
ACS Manufacturing Corporation  
Silangan Canlubang Industrial Park, Canlubang, Calamba City Laguna  
(049) 549-2855

I hereby certify that the above information is true and correct.

  
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Applicant's Signature