

Kimberly De Luna-Lopez

60 Brgy Viado, Malasiqui Pangasinan, Philippines

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kimdeluna12@gmail.com

30 years old

Philippine Passport Holder

PROFESSIONAL SUMMARY

I am a hardworking and dedicated. Quality Control and Customer Service with an educational background in Chemical Engineering. I have more than 4 years of work experience in steel manufacturing company and 1 year work experience in clerical jobs in the Philippines. Highly skilled in communication, collaboration, and technical documentation. Seeking for any job opportunities that will fit my background and qualifications.

CORE COMPETENCIES

Knowledgeable in QMS

Basic knowledge in operating UTM

Knowledgeable in MS Office

Strong Attention to Details

Ability to multi-task

Quick learning ability

Knowledgeable in using measuring equipment

Procurement Process

Can do payroll tasks

High sense of loyalty and integrity

PROFESSIONAL EXPERIENCE**University of the Philippines Baguio - Social Innovation Laboratory and Business Inclusion (UP-SILBI)**

Project Assistant IV | 16 February 2023 – 31 December 2023

- Attend to all administrative tasks, which includes drafting project-related documents (e.g, budget monitoring, requests letters and appointments);
- Prepare and process procurement documents;
- Monitoring of procured materials and equipments;
- Perform other research- based tasks as assigned by the project leader.

Real Steel Corporation

Quality Control Leader | 15 February 2018 – 12 October 2022

- In charged with everyday checking of the machines (e.g, analyzer machine and universal testing machine);
- Can operate basic machine operations (UTM and Analyzer machine);
- Responds to customers inquiries regarding the product;
- Daily attendance checking of the engineering staffs and production head;
- Weekly monitoring of machines for preventive maintenance
- Weekly reports (accomplishment reports, numbers of reject products, and chemical test results weekly compilation);
- Monthly monitoring for the calibration due dates of the machines or tools;
- Internal Quality Auditor (for product and system)
- Audit preparations (System and product audit)

Onsemi (on semiconductor)

Cadet Engineer | May 2017 –January 2018

- Assist the Project Engineer inside the line/working place;
- Attend to daily and weekly meeting with the team; present weekly accomplishment reports;
- Basic knowledge in operating the wafer saw machine;
- Create and records on daily machine activities;

EDUCATION**Bachelor of Science in Chemical Engineering**

2010 - 2013 | Saint Louis University, Baguio City, Philippines

2014 - 2017 | University of Luzon, Dagupan City, Philippines