

# MELODY P. DUARTE

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## CAREER SUMMARY

Versatile and dedicated professional seeking any available job position, bringing a wealth of experience in the manufacturing and retail sectors. With a background as a Production Operator at Eliting Technology Corporation and Machine Operator at Xintec Inc. in Taiwan, I have honed my skills in semiconductor fabrication and machinery operation. My technical expertise extends to serving as a Technical Assistant at Innolux Corporation, where I provided crucial support to the production team. Earlier in my career, I excelled as a Cashier/Checker at The SM Store and an Inventory Clerk at Citistore in the Philippines, demonstrating proficiency in customer service, transaction processing, and inventory management. My commitment to safety, attention to detail, and collaborative approach make me a valuable asset in any work environment.

## SKILLS

- Machine Operation
- Technical Troubleshooting
- Quality Control
- Safety Compliance
- Team Collaboration
- Record-Keeping
- Problem Solving
- Equipment Maintenance
- Customer Service
- Inventory Management
- POS Systems
- Payroll Processing
- Training and Development
- Organizational Skills

## WORK EXPERIENCE

### ELITING TECHNOLOGY CORPORATION, ANPING DISTRICT TAINAN, TAIWAN PRODUCTION

2023 - 2024

#### OPERATOR

- Operated and monitored semiconductor production machines, ensuring their smooth and efficient functioning.
- Executed daily action plans to meet production goals, contributing to the timely completion of semiconductor fabrication processes. Adhered to strict safety protocols while manipulating valves, switches, and buttons to control semiconductor processing cycles.
- Utilized Microscope for visual inspections, comparing the appearance of fabricated integrated circuits to predefined standards.
- Inspected wafers for defects such as blots, residue, and scratches, maintaining high-quality standards in semiconductor production. Collaborated with team members to troubleshoot issues and optimize the operation of production machines.
- Maintained detailed records of production activities, contributing to process improvement initiatives within the organization.

### XINTEC INC., ZHONGLI DISTRICT TAOYUAN, TAIWAN

2020 - 2023

#### MACHINE OPERATOR

- Operated and maintained precision machinery in the manufacturing process, ensuring accurate and efficient production.
- Collaborated with engineers and technicians to troubleshoot and resolve machine malfunctions promptly.
- Implemented safety measures and adhered to quality control procedures to guarantee the production of high-quality components. Executed routine maintenance tasks on machines to prevent breakdowns and ensure continuous operation.
- Contributed to the development of standard operating procedures for machine operation and maintenance. Monitored and adjusted machine settings to optimize production output and minimize waste.
- Participated in training programs to stay updated on new technologies and advancements in machine operation.

### INNOLUX CORPORATION, TAINAN, TAIWAN TECHNICAL

2016 - 2019

#### ASSISTANT

- Provided technical support and assistance to the production team in the fabrication of display technologies.
- Collaborated with engineers and technicians to troubleshoot and resolve technical issues in a timely manner. Conducted routine inspections and preventive maintenance on equipment to ensure optimal performance. Assisted in the development and implementation of new processes to improve efficiency and productivity.
- Maintained accurate documentation of technical procedures and equipment specifications.
- Participated in cross-functional teams to address interdisciplinary challenges and enhance overall production processes. Trained new personnel on technical procedures and safety protocols within the organization.

**THE SM STORE, CAUAYAN CITY, ISABELA, PHILIPPINES CASHIER/  
CHECKER**

**2014 -2016**

- Processed customer transactions accurately and efficiently using POS systems.
- Handled cash, credit card, and other payment methods, providing excellent customer service. Checked and verified merchandise, ensuring accuracy and adherence to quality standards.
- Resolved customer queries and concerns regarding transactions and merchandise.
- Balanced cash registers at the end of each shift, reconciling discrepancies and ensuring accurate financial records.
- Collaborated with team members to maintain a clean and organized cashier area.
- Participated in ongoing training to stay updated on product knowledge and customer service best practices.

**CITISTORE, CAUAYAN CITY, ISABELA, PHILIPPINES INVENTORY  
CLERK**

**2010 -2012**

- Managed and maintained accurate inventory records of merchandise in the store.
- Conducted regular stock counts and reconciled discrepancies between physical and recorded inventory. Updated inventory systems with incoming and outgoing stock information.
- Collaborated with the purchasing department to ensure optimal stock levels and prevent stockouts. Prepared and printed payroll reports of earnings, hours worked, taxes, and leaves.
- Assisted in the implementation of inventory control procedures to minimize shrinkage and losses.
- Coordinated with store departments to fulfill stock requisitions and maintain a smooth flow of goods.

**EDUCATION**

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**Associate in Computer Technology**

Isabela State University, Philippines 2007

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