

QUENNIE MAE GUIDO

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PROFILE

Hardworking Machine Operator offering 6+ years supporting manufacturing needs. Successful in working long hours in challenging environment and completing tasks such as moving supplies, reaching target output per day and organizing products and equipment. Excellent history of working well with other team members, pitching in to help achieve team goals.

Detail oriented purchasing assistant with 6 months working experience. Proven track record of increasing profitability through close management of budgets and vendor relationships. Capable problem solver with great interpersonal skills.

An effective and confident communicator with the dedication and motivation required to succeed in a busy HR Department. Possessing a in-depth knowledge of HR processes and procedures and a proven track record of providing support to HR advisors and senior managers. Easy going by nature and able to get along with both work colleagues and managers.

PROFESSIONAL SKILL

Customer Service Assembly Knowledge Vendor Relations and Coordination
Operating skills Computer Skills Human Resource Administration

EDUCATION

Pangasinan State University

2012

Bachelor of Science in Business Management

Major in Marketing

Graduate

WORK EXPERIENCE

Tester

October 2020–present

AU Optronics Corporation

- Identify and record defect of panels.
- Panel/Monitor device testing.
- Create detailed and actionable defect reports to supervisor.
- Review test plan and test cases.
- Test application performance with load testing tools.
- Monitor the efficiency of the production line to ensure timely load and shipment.

SMT Machine Operator

November 2018–October 2020

Universal Global Scientific Industrial Co. Ltd.

- Monitoring and maintaining equipment used to create electronic circuit with SMT.
- Operating SMT Machine that mount electronic components directly on the PCB.
- Working on a manufacturing line, maintaining documentation, servicing the machine and assisting with quality control.
- Operate the machine which includes understanding the sequence of events, the control panel and indicators and understand how to replenish supplies and components per standard operating procedures.
- Set up machine which includes machine adjustments and ability to perform set up (feeder loading and changing) per manufacturing instructions and standard operating procedures.
- General machine cleaning and upkeep per SOP.

Die Bond Machine Operator

October 2017-June 2018

Chipmos Technologies Inc.

- Operating the automated pick and place machine to paste the silicon die or chip on a lead frame.
- Fixing basic alarm of the machine.
- Preparing materials (type of lead frames and quantity) to be process.
- Manual inspection of the mounted die on the lead frame to avoid offset.

Die Bond Machine Operator

July 2014-July 2017

Formosa Advanced Technologies Inc.

- Operating the automated pick and place machine to paste the silicon die or chip on a lead frame.
- Fixing basic alarm of the machine.
- Preparing materials (type of lead frames and quantity) to be process.
- Manual inspection of the mounted die on the lead frame to avoid offset.

HR Assistant

August 2013-February 2014

Master Corrugated Boardmakers Inc.

- Filter resumes to identify qualified job candidates.
- Create and compile a wider selection of interview questions.
- Compile and update employee records.
- Assist HR Manager for all HR daily tasks.
- Assist in timekeeping, payroll, checking attendance preparation by providing relevant data (absences, bonus, leaves etc.)
- Assist with day-to-day operations of the HR functions and duties.
- Coordinate communication with candidates and schedule interviews.

Purchaser

February 2013-July 2013

Alcophil Metal Inc.

- Process supplier confirmation by update purchase orders.
- Follow up and ensure supplier compliance.
- Compiling request for quotation.
- Taking, placing and following orders.
- Preparation of purchase orders and change orders.
- Negotiate, create and manage contracts with key supplier.
- Sourcing/buying the right products as per the requirement.

CHARACTER REFERENCE

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