

## EMMA L. SAYSON

Miaoli County, Taiwan ☎ +886 989 364 385 ✉ [emmasayson46@gmail.com](mailto:emmasayson46@gmail.com)  
▪ <https://www.linkedin.com/in/emma-sayson-4b172b289>

### PROFESSIONAL SUMMARY

---

Experienced and resourceful Technician/Factory machine processed Operator with Bachelor of Science in Business Administration at manufacturing industries for more than 6 years in working, operating, and maintaining a variety of machinery and increased efficiency and productivity while reducing downtime of the production. Thrives working in a dynamic environment that call for exceptional adaptability, flexibility, and effective collaboration and teamwork with and within teams.

### WORK EXPERIENCE

---

<b>2022-Current</b>	<b>Technician (Machine Operator)</b>	<b>Accton Technology Corporation</b>	<b>Miaoli, Taiwan</b>
	<ul style="list-style-type: none"><li>•Set up, run and maintain manufacturing equipment to distinct products for the good quality assurance.</li><li>•Take care of all machine-specific functions by configuring the equipment, loading and operating the machines to optimize the machine capability.</li><li>•Performed preventive maintenance in all equipment, reducing operating cost by 10% and increasing UPTIME 95%.</li><li>•Tested products efficiently by reaching more than 100% finished/passed.</li></ul>		
<b>2021-2022</b>	<b>Teacher I</b>	<b>Department of Education</b>	<b>Bohol, Philippines</b>
	<ul style="list-style-type: none"><li>•Facilitate student learning, provide effective instruction, and perform evaluations of student learning for all assigned classes.</li><li>•Providing homework, grading tests, tracking progress, and maintaining parent communication.</li><li>•Develop and issue educational content by supervising classes to ensure all students are learning in a safe environment.</li></ul>		
<b>2019-2021</b>	<b>Private Tutor</b>	<b>Self-Employed</b>	<b>Bohol, Philippines</b>
	<ul style="list-style-type: none"><li>•Prepared lesson plans, reviewing textbooks in detail to understand the topic to be taught and providing additional projects if needed during sessions.</li><li>•Taught children to learn and understand new concepts and complete assignments with 99% passed.</li></ul>		
<b>2016-2019</b>	<b>Machine Operator</b>	<b>Excellence Optoelectronics Inc.</b>	<b>Miaoli, Taiwan</b>
	<ul style="list-style-type: none"><li>•Set up and perform minor calibrations of machinery by using different tools to ensure machinery functions capacity.</li><li>•Conducted preventative maintenance on the products, reducing equipment breakdowns by 10% and ensuring optimal performance.</li><li>•Tested 80% of products per day by ensuring proper operation and maintain high quality of machine-produced outputs.</li><li>•Collaborated with engineering team to optimize production processes and ensure quality control standards.</li></ul>		
<b>2014-2016</b>	<b>Assistant Technician</b>	<b>Greatek Electronics Inc.</b>	<b>Miaoli, Taiwan</b>
	<ul style="list-style-type: none"><li>•Operated 40 machines with precision and accuracy, meeting production quotas and deadlines per day with 99% output.</li><li>•Inspected more than 10 sets of work order per day by using Microscope instruments with 97% passed.</li><li>•Performed preventive maintenance in all equipment, reducing operating cost by 10% and increasing UPTIME 95%.</li></ul>		

- 2013-2014 Administrative Assistant BIDEF-NGO Bohol, Philippines**  
 •Completes operational requirements by scheduling and assigning administrative projects and expediting work results.  
 •Able to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner.  
 •Provided admin support by keeping confidential matter to ensure efficient and protect privacy and operation of the office.
- 04/2012-09/2012 Administrative Secretary Simon Enterprises Inc. Cebu, Philippines**  
 •Provided support to managers, other employees, and office visitors by handling a variety of tasks in order to ensure that all interactions between the organization and others are positive and productive.  
 •Performed variety of secretarial duties and skilled tasks that may include preparing reports, conducting research, and collecting data to provide clerical support.
- 06/2011-12/2011 Customer Associate LBC-Bohol Bohol, Philippines**  
 •Responsible for offering new products and services by assisting customers with questions or concerns for revenue retention and customer loyalty.  
 •Improves quality service by recommending improved processes; identifying new product and service applications.  
 •Maintains customer relationship by responding to inquiries; documenting actions.

## RELEVANT SKILLS

---

- Computer skills : Microsoft Office, Email communication, Video editing, Social Media skills
- Technical skills : Cooking, Sewing, Manufacturing operation skills
- Professional /Social : Teamwork, Project-Management, Communication, Leadership, Organization, Problem-solving, Attention to detail, Competent, Multi-tasking
- Languages : Native English, English (8) French (1) Mandarin (7) Filipino (9), Cebuano (10)

## EDUCATION

---

- |             |   |                             |                           |
|-------------|---|-----------------------------|---------------------------|
| <b>2014</b> | <b>Bachelor of Secondary Education-Qualifying</b>     | <b>Holy Name University</b> | <b>Bohol, Philippines</b> |
| <b>2011</b> | <b>Bachelor of Science in Business Administration</b> | <b>Holy Name University</b> | <b>Bohol, Philippines</b> |