

**JONALYN SUNGA GACOSCOS**

Address: Brgy. Casibong San Jacinto, Pangasinan

PHILIPPINES

MOBILE NUMBER: +639491330399

Email: jonalyn2218@gmail.com

**CAREER OBJECTIVES:**

To look forward to a position that will enhance my knowledge and capabilities which the company can make available for me considering the qualification presented below to seek diverse opportunities to grow professionally.

**EDUCATIONAL BACKGROUND:**

**COLLEGE UNIVERSITY: ADAMSON UNIVERSITY**

**San Marcelino St. Ermita Manila Philippines**

**COURSE: Bachelor of Science in Industrial Engineering (DIPLOMA)**

**COLLEGE UNIVERSITY: UNIVERSITY OF PANGASINAN**

**Dagupan Pangasinan**

**Course: Unit Earner (Bachelor of Science in Secondary Education)**

**Passed September 2021 LET- Major in Mathematics**

**TESDA CAREGIVING NCII 2022**

**JOB EXPERIENCES:**

**FiberHome Philippines**

**February 2021- September 19, 2022**

**Position: Site Acquisition Officer**

- Responsible in Updating Daily Tracker.
- Responsible in Reporting Row (Right of Way) Daily Activities to SAQ Manager.
- Coordinate with Design Team Regarding RTA (Right to Attach) issues
- Responsible in Updating Fixed Issue Registry in Google sheets used by PLDT partners for their report generation.
- Send daily reports to ROW National.
- Submit Permitting Summary Tracker to SAQ Manager.
- Update AFI tagging and email to the Head of the Row National.
- Coordinate with Implementation team regarding their monthly target
- Responsible in Updating Row Monthly Target
- Attending Weekly ZOOM Meeting with PLDT Partners and relay/report issues in the sites Ex. (BRGY. DPWH and LGU issues)
- Responsible in Applying BRGY/LGU/DPWH permits.
- Responsible in Uploading permits from government agencies.

**Sercel Dubai United Arab Emirates**  
**September 2008 to January 2019**

**Position: Technical Engineer**

**Job Description:**

- Responsible in Updating Return Material Authorization thru SAP.
- Responsible in Answering clients repair request thru E-mail.
- Responsible in Making weekly and monthly reports.
- Responsible in Checking warranty status of repair return equipment from client.
- Responsible in Checking repairable and non-repairable field equipment returned by clients (all seismic field equipments)
- Responsible in guiding our technicians regarding technical issues of seismic field equipment (trouble shooting)
- Responsible in answering emails about the status of the equipment sent by client.
- Analyze the status of the equipment waiting for reception/ repair in progress/ waiting for PO/ shipping in progress/shipped.
- Responsible in Registering equipment sent by client thru SAP.
- Responsible in Maintaining our stock room, order materials through the use of SAP
- Issue components and spare parts to technical team, then update in SAP.
- Maintain and update all MSDS (Material Safety Data Sheet).
- Assists and help our general manager on his inquiries.
- Send an RMA number to client's request.
- Responsible in the Yearly Inventory and submit reports to our General Manager.

**GigabyteTechnology Inc.**

**Taoyuan Taiwan**

**April 2004 to January 2007**

**Position: Machine Operator/ Quality Control / Repair**

**Job Description:**

- Responsible in operating machines of printed circuit board.
- Feeds components/ IC/ BGA/ in the machines.
- Checks the quality of the PCB.
- Repairs damaged PCB.
- Requests materials needed for PCB.

**Metro Index Garments INC. Avon Supplier of intimate apparel**

**Paranaque Metro Manila Philippines  
May 2002 to July 2003**

**Position: Production Assistant**

**Job Description:**

- Standardize methods in the production area.
- Conducts Time and Motion study.
- Prepares quota.
- Analyze direct labor cost and submit the result to management
- Submits proposal to management regarding the improvement and development in the production line.
- Designs engineering lay-out in the production area.
- Assigned to yearly inventory.
- Makes inventory report.
- Responsible in the material requisition needed in the production area.

**TRAININGS ATTENDED:**

**Basic First Aid Training**

**September 2014**

**Fire Fighting Training**

**September 2014**

**Manual Handling**

**Year 2016**

**SKILLS/ABILITIES:**

Leadership, Dependability, Initiative, Decision Making, Team Oriented, Computer Literate, MS Office Application, good communication skills and presentation skills, can deliver minimal supervision, self motivated and can work under pressure.