MELODY BALDON BESANDE

Pamana Homes Subd. Calamba City,Laguna Phils.
639507927951
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BS Electronics Engineering Graduate
Letran-Calamba

OBJECTIVES

To develop and enhance my skills and knowledge and to be part of the company in reaching their goals and in gaining achievements.

WORK EXPERIENCE

> Accenture Inc.
Process Control Associate
June 28,2021 -January 23,2023
Duties and Responsibilities:

- Handles inquiry per customer using the portal and MS Outlook
- Do the configuration (XML) depending on customer request.
- Do weekly and monthly reports of the team and discuss it to the executives.

Project Control Services Associate
January 24,2022 -Present
Duties and Responsibilities:

- Do the weekly team report and upload it to the automated dashboard.
- Make the ISA weekly report and make the postcard and send it to the whole department.
- Do the purchasing of goods and services needed in an initiative.
- Create the resource demand management in the tool
- Deliver business initiatives and technology outcomes that are assigned to me.
- Leverage all the methodologies.
- Monitor the process of all initiative within the team.

>Tops Philippines Inc.
Process/QA Engineer – Development/Assy/Packaging
Sta.Anastacia Sto.Tomas Batangas,
March 11, 2019- December 4,2019
Duties and Responsibilities:

- Provide process documentation and operating instruction
- Supervise Assembly and Packaging manpower
- Arrange production set-up
- Request and calculate materials,jigs and manpower requirement based on production plan
- Develop new product from injection,spray,pad print,assembly and packaging
- Performs investigation and resolve all problems encountered

>Sunpack Container and Packaging Corp
Staff Engineer - Production Control Department
Silangan Interchange Rd. Yulo Avenue,
Brgy.CanlubangCalamba, Laguna
July 11, 2017 – November 15, 2017
Duties and Responsibilities:

- Analyze product specifications and evaluate requirements for product.
- Check and validate mechanical drawings and standard specifications.
- Update Standard specifications and ERP System whenever applicable.
- Attend customer technical inquiry.
- Maintain cleanliness and orderliness of area of responsibility and,
- Perform other related task

>B/E Aerospace
FPIP 1 Tanauan City,Batangas
P4 Shopfloor Support/Manufacturing Data Engineer –EWI-HOV Team
April 25,2016 – September 23,2016
Duties and Responsibilities

- Investigate/Resolve all issues in the shop floor regarding Design issue, JDE changes and Mismatch
- Coordinate with other team for resolving issues in the shop floor
- Implement improvements requested by the shop floor ME/Supervisor
- Do Electronic Work Instruction via Tetra Adobe
- Observe actual production and do improvements in Electronic Work Instruction
- Measure dimension of Galley using Team Center

>Philippine Auto Components Inc. (DENSO Phils.)
109 Unity Avenue Special Economic Zone CPIP 1
Canlubang Calamba City
Production Engineer –Printing Section
June 17,2013 – December 12,2015
Duties and Responsibilities

- Coordinate with other departments regarding New Product Plan and Preparation schedule activities.
- Assign responsible specialist or associate on each new and existing product.
- Monitor implementation of development plan and schedule
- Evaluate and implement new production line or process
- Issue Engineering related documents for the development of new and existing products
- Develops new ideas and concepts for use in production line
- Read and analyze drawing of flat and forming dials
- Run dials on actual printing machine
- Make countermeasure on problem and defect
- Implement Statistical Process Control, 5 Why, 8D

SKILLS

- Proficient in Program/Project Management
- Has basic knowledge in AUTOCAD 2007/2010
- Proficient in Automatic Printing machine
- Has Basic knowledge in Stamping and Molding/Forming process
- Manpower allocation and supervision
- Proficient in Tetra Adobe and Team Center
- Proficient in Microsoft Office (MS Word,MS Excel,MS Powerpoint)