Liezel Trinidad

Saskatoon, SK S7L

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Hardworking and passionate job seeker with strong organizational skills eager to secure a position as a material planner. Ready to help your team achieve company deadlines and goals. Organized, dependable candidate, and successful at managing multiple priorities with a positive attitude. Willing to take on added responsibilities to meet team goals.

SKILLS:

Microsoft Word

MS Excel

Power Point

WORK HISTORY

June 2009 - September 2023

WESTERN DIGITAL - Laguna Technopark Binan Laguna, Philippines

TECHNICIAN 4 (*Spare parts Controller)*

Duties:

- Monitoring due dates and deadlines and working to submit all documents on a timely manner

- Review all documents and reports for completeness and accuracy.

- Scanning and filing of various documents including printing work

- Sending reports for my managers for Data Availability

- Provide monitoring for my daily activities

- Spare parts monitoring, probe life monitoring.

Accomplishments in Western digital

I started as operator for four years and then got promoted twice.

Got two perfect attendance awards

September 2004 - March 2005

YAZAKI-TORRES MANUFACTURING Inc. - Makiling Calamba Laguna Philippines

Production Operator

- Used equipment properly to avoid workplace hazards or injuries.

- Displayed good knowledge of safe operating and emergency procedures development and implementation.

- Demonstrated proper use of equipment to newly hired employees to avoid workplace injuries.

August 2003 - January 2004

AMKOR TECHNOLOGY PHILIPPINES - Santa Rosa Laguna, Philippines

Production Operator

- Support production needs by performing routine tasks using standard procedures and equipment.

- Used equipment properly to avoid workplace hazards or injuries.

- Inspected final products for defects and flaws

August 2001 - December 2002

DAIHO Philippines Inc. - Lima Technology Phils.

Production Operator

- Used equipment properly to avoid workplace hazards or injuries.

- Supported production needs by performing routine tasks using standard procedures and equipment.

- Displayed good knowledge of safe operating and emergency procedures development and implementation.

Education

June 1998 - March 2002

Tanauan Institute Tanauan City, Batangas, Philippines

Bachelor of Science in Commerce Major in Management