

# LUZELL VALDEZ DE DIOS



**Objective:** To work hands-on in a recognized company where I can gain more knowledge and to know how my capabilities be used inside the workplace.

## WORK EXPERIENCE

### **Nichivi Philippines Corporation**

Cavite Economic Zone, Rosario Cavite

**QUALITY ASSURANCE / DOCUMENTED INFORMATION**

**CONTROLLER (QA/DCC) STAFF**

**April 1, 2022—Present**

### **JBG SERVICE CONTRACTING INC.**

3rd Flr. Block 3, Lot 6, Filinvest Westmont, Paradahán 1, Tanza Cavite

**QUALITY ASSURANCE / DOCUMENTED INFORMATION**

**CONTROLLER (QA/DCC) STAFF**

**(April 01,2019-March 31,2022)**

### **Internal Auditor**

**May 2022—Present**

### **Duties and Responsibilities**

- Conducts system, manufacturing process, and product audit to comply with the applicable requirements of ISO 9001:2015 and IATF 16949:2016 to ensure that the organization complies with the management system and customer specific requirements, helps drive continuous improvement, emphasizing defect prevention, and the reduction of variation and waste in the supply chain.

## PERSONAL INFORMATION

### **Address:**

Belvedere Towne Homes Ph3 PK2  
General Trias, Cavite Philippines

### **Contact Number**

09269426468/09934926472

### **Email Address**

luzelldedios@yahoo.com

### **Date of Birth**

April 20,1991

## SKILLS

- Training to personnel
- Auditing Quality Management System
- Excellent interpersonal and communication skills
- Computer Literate
- Knowledgeable in Excel, Power Point, Outlook, Word, Adobe Page
- Well organized and flexible: ability to deal with dynamic environment
- Ability to work under pressure
- Willing to learn new concepts and apply them to yield successful results
- Knowledgeable in ISO 9001:2015 ISO 14001:2015 and IATF 16949:2016
- Trained for handling and Inspection of products.
- Encoding.

## EDUCATION

### **TERTIARY**

University of Perpetual Help

System-DALTA

Pamplona 2, Las Piñas City

Bachelor Of Science In Marine

Transportation

2011-2015

## **Duties and Responsibilities**

- Keeping of all external and internal documents.
- Setting Standard format to all types of documents.
- Provision of Document Code to all new generated documents
- Controlling and Maintaining Integrated Management System
- Provision and Updating of master list.
- Conduct document audit to verify the effectiveness of documentation.
- Review of internal and external documents.
- Registration and Monitoring of internal and external documents.
- Updating and Monitoring of documentation System or Data Base.
- Scanning of documents.
- Communicate with customer regarding customer feedback (quality issues) and the external documents.
- Conduct Horenso, Document Control, ISO 9001 ISO 14001 :2015 IATF 16949:2016 Awareness Training.
- Maintaining the ISO system / Management System of the organization.
- Preparation of Internal and External Audit.
- Implementation of IATF16949:2016
- Verify production process if implemented countermeasure for customer claim is being followed.
- Plan and disseminate work audit schedule with superior approval.
- Maintaining the confidentiality of internal and external documents like customer drawing, manual, inspection standard, environmental standards.
- Check if documents used in any process was updated in latest revision.
- Assist & monitor sorting at customer side and in house regarding customer feedback.
- Provision of account for new user of file management System.
- Ensuring that there's no obsolete documents use in all section.
- Maintaining electronic retained documented information.
- Facilitating the DCC ROOM and conduct checking for documents that is subject for disposal (once reach the retention period).
- Generating of documents as per standard requirements such as: procedure, matrix, forms, check sheet and guidelines.

## **SEMINARS AND TRAININGS ATTENDED**

### **IATF 16949 Automotive Process Approach Audit Training Course**

Nichivi Philippines Corporation

December 14, 2023

### **ISO 9001:2018 Internal Auditor's Training with VDA 6.3 (Process) and VDA 6.5 (Product) Audit Concept**

Nichivi Philippines Corporation

May 12 - 13, 2022

### **Awareness Training For IATF 16949:2016**

Nichivi Philippines Corporation

April 22 - 23, 2021

### **Root Cause Analysis**

Nichivi Philippines Corporation

January 20,2020

## **CHARACTER REFERENCE**

### **Ms. Angelica Domondon**

+63 9064401199

QA Engineer, Nichivi Philippines Corporation, Cavite Economic Zone, Rosario Cavite

### **Ms. Marjorie Mataac**

+63 9054676221

Quality Assurance Supervisor, Nichivi Philippines Corporation, Cavite Economic Zone, Rosario Cavite

*I hereby certify that all the information are true and correct to the best of my knowledge and belief.*

**Luzell V.De Dios**