

# HAZELYN N. IMPERIAL

Block 16 Lot 7 Molave St., Silcas Village  
Brgy. San Francisco, Biñan, Laguna  
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## **OBJECTIVE**

To gain and exercise my specific, adequate knowledge and experiences in connection to my chosen field of work also to draw out contribution, develop my skills and working attitude as for its growth and development for the success of the company. To undertake job training and assignment for a company where thoroughness and hard work would be appreciated and approximately rewarded.

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## **EDUCATIONAL BACKGROUND**

### **TERTIARY**

STI College Southwoods  
Lot 2A Brgy. Maduya Carmona, Cavite  
Bachelor of Science in Computer Engineering  
2007-2012

### **ACADEMIC AWARDS**

Dean's Lister (2007-2011)  
Cum Laude 2012

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## **RELEVANT SKILLS**

Proficient in Microsoft Office applications  
Hands on experience in AutoCAD drawings and procedures  
Knowledge in Architectural and Engineering drawings  
Knowledge in PC troubleshooting  
Knowledge in Internal Quality Audit in relation to ISO 9001:2015 Standard  
Have good communication skills  
Exceptional ability to work with a diverse and dynamic team of professionals  
Ability to meet deadlines and adjust changing priorities  
Ability to quickly gain new skills and knowledge when faced with new challenges  
Ability to multi-task with efficiency  
Attention to detail

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## **WORK EXPERIENCE**

### ❖ **GREENHEAT CORPORATION**

Greenheat Corporation is the Philippine's #1 Trusted Solar Solutions provider utilizing Solar PV Technology to allow our customers produce their own clean and renewable energy. Our ISO certified team provides Design, Construction, Operations and Maintenance of solar powered systems.

#### • **February 2023 - Present**

##### **QUALITY MANAGEMENT SYSTEM UNIT HEAD**

###### **ROLES AND RESPONSIBILITIES**

- Monitor and evaluate the performance and the effectiveness of the quality management system.

#### • **March 2021 – February 2023**

##### **PROJECT PLANNING AND MONITORING UNIT HEAD**

###### **ROLES AND RESPONSIBILITIES**

- Device a simplified project planning tools where CAPEX, OPEX, Materials, Man-hours and On-time delivery are integrated
- Device simplified planning tools per department where OPEX and Man-hours are monitored
- Yearly Plan for Internal and External Audit
- Ensure that departmental reports are submitted and collated for perusal of the General Manager every month covering accomplishments and challenges of the previous month.

- **July 2018 – March 2021**

- **SALES OPERATIONS MANAGER**

- **ROLES AND RESPONSIBILITIES**

- Monitor all the sales activities from prospecting to collection.
  - Provide back-end activities to complete a sales cycle.
  - Advising Sales Engineer on how to easily collate all their sales activities through templates and updating it from time to time.

- **March 2021 – Present**

- **IQA - LEAD AUDITOR**

- **ROLES AND RESPONSIBILITIES**

- Heads the Internal Quality Audit Team of Greenheat Corporation
  - Prepares annual audit program, audit plan and audit checklists
  - Implements the QMS internal audit based on the approved audit program
  - Review organizations best practices and records for compliance with established internal policies and procedures.
  - Report audit findings and recommendations to appropriate management based on the results of regularly scheduled audits and at any time when issues need to be addressed by management.
  - Conduct follow up audits to monitor management's interventions
  - Monitors status of audit recommendations and resolution of audit findings.
  - Recommends corrective actions to process owners and identifies improvements to the over-all control posture of the organization
  - Provides regular feed back to GHC Top Management on the status of the Quality Management System

- **January 2017 – March 2021**

- **INTERNAL QUALITY AUDITOR**

- **ROLES AND RESPONSIBILITIES**

- Prepares audit work programs and planning materials.
  - Perform operational audits in accordance with the internal audit program.
  - Assist Lead Auditor in fulfillment of its duties and responsibilities.
  - Prepares list of audit findings and communicate and discuss results of audit engagement to concerned unit.

- **August 6, 2012 – March 2021**

- **CAD ENGINEER**

- **ROLES AND RESPONSIBILITIES**

- Creating the CAD Drawing as the information and plans provided by customers and engineers.
  - Prepared necessary detail to support assembly and arrangement of drawings.
  - Create and/or revise Preliminary, Detailed and As-Built Drawings
  - Prepare necessary detail to support assembly and arrangement of drawings.
  - Doing the necessary changes in the drawings as told by the engineers.
  - Produced as-built drawings to support specific projects.
  - Assist in all documentary concerns like in Bidding, Project Proposals, etc. to be submitted to client.
  - Assist in any drawing related activity/proposal needed to comply for the specific project proposal

- ❖ **MODERNTECH COMPUTER SYSTEMS INC.**

- June 6, 2012 – August 4, 2012

- **PROJECT ADMINISTRATIVE ASSISTANT**

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**SEMINARS ATTENDED**

- Seminar on “*7S PRACTICE*” by TOP Inc. at MTC Building, Intramuros, Manila, December 3, 2015
- Seminar and Workshop on “*Internal Quality Audit*” by TOP Inc. at MTC Building, Intramuros, Manila, September 29-30, 2015

- Seminar on “*ISO 9000 Awareness*” by TOP Inc. at MTC Building, Intramuros, Manila, May 12, 2015
- Seminar on “*INDUSTRY TALK LIVE: Solutions to Bring Your Designs to Life*” by Challenge Systems, Inc. at Crowne Plaza Manila Galleria, Ortigas Center, Quezon City, April 27, 2017
- Seminar on “*ENVIRONMENTAL and OSH LEGAL and OTHER REQUIREMENTS*” at SMTI Office, Luna St., Industrial Park, Subic Bay Freeport Zone, Zambales, January 24, 2019
- Seminar and Workshop on “*HIRAC IDENTIFICATION, RISK ASSESSMENT AND DETERMINING CONTROL*” at SMTI Office, Luna St., Industrial Park, Subic Bay Freeport Zone, Zambales, January 25- 26, 2019

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**PERSONAL INFORMATION**

**Date of Birth** : May 6, 1991  
**Place of Birth** : Cardinal Santos Medical Center, San Juan, Metro Manila,  
**Philippines Status** : Married  
**Gender** : Female  
**Religion** : Roman Catholic

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**CERTIFICATION**

I hereby certify that the foregoing information given in this resume is true and correct to the best of my knowledge.

  
**HAZELYN NORTE IMPERIAL**  
Applicant