





<p><b>LORVIE ANNE D. CALINGASAN,</b> <b>BSECE</b>  <b>Current Address:</b> Sheikh Khalifa Bin Zayed Street, Umm Hurair 1, Dubai, UAE  <b>Home Address:</b> Aplaya, Bauan, Batangas, Philippines  <b>Mobile:</b> +971505825607  <b>Email:</b> lorvie_anne@yahoo.com</p>	
<b>PROFESSIONAL HISTORY</b>	
26 November 2017 - present	<b>Dubai Holdings - Meraas Leisure &amp; Entertainment LLC</b> <b>The Green Planet</b> Administrator
01 October 2012 – 31 July 2017	<b>Furukawa Automotive Systems Lima Philippines, Inc</b> Recruitment & Training Section Sr. Supervisor – Administration/Human Resources Department
01 October 2010 – 30 September 2011	<b>Orient Semiconductor Electronics Phils. Inc.</b> Process Engineer – Test Department
<b>WORK EXPERIENCE HISTORY</b>	
<div data-bbox="113 768 300 929">  </div> <p><b>The Green Planet by Meraas L&amp;E LLC</b>  Dubai, UAE  Nov 2017 - present</p> <p>Meraas Leisure and Entertainment LLC develops and operates leisure and entertainment destinations and attractions. Meraas Leisure and Entertainment LLC is headquartered in Dubai, United Arab Emirates. Meraas Leisure and Entertainment LLC operates as a subsidiary of Meraas Holding LLC. The Green Planet discovers the wonders of a tropical forest. A bio-dome that invites visitors to explore our planet's fascinating flora and fauna through an immersive expedition into the tropics. Designed as an enclosed ecosystem, The Green Planet recreates the enchanting world of a tropical forest with over 3,000 plants and animals and the world's largest man-made and life-sustaining indoor tree. The educational and recreational facility is set to raise awareness about nature's delicate balance and the preciousness of one of our world's oldest living ecosystems.</p>	<p><b>ADMINISTRATOR</b></p> <p><u><b>Duties and Responsibilities</b></u></p> <ul style="list-style-type: none"> <li>Responsible in procurement process which involves of ordering materials, supplies or services when necessary and put in system using Oracle.</li> <li>Ensure orders will go to the correct budget code of the company and monitor if there are enough funds for it.</li> <li>Track the status of requisitions, contracts and orders.</li> <li>Follow up to concern persons for releasing of purchase order to supplier.</li> <li>Contact suppliers to schedule or expedite deliveries and to resolve shortages, missed or late deliveries and other problems.</li> <li>Respond to supplier inquiries about order status, changes, or cancellations.</li> <li>Submit to Finance department all the documents of order such as invoice, delivery note, purchase order, quotation and requisition form to process the payment.</li> <li>Monitor inventories of products and supplies.</li> <li>Planning events like coordinators meeting and supplier or contractors meeting.</li> <li>Update records of each staff like attended trainings, personal information, master list, etc.</li> <li>Consolidate each group's schedule every month and update the roster in Oracle system.</li> <li>Coordinate to HR personnel for any HR related queries like leaves, appraisal, trainings, benefit claim, visa processing, staff's salary, etc.</li> <li>File in Oracle all the leaves of staffs and monitor their remaining leaves.</li> <li>Liaise with IT for any problem encountered in Oracle, internet connection, printer, etc.</li> <li>Monitor each month if there are employees not signing in/out in biometric system.</li> <li>Maintain all files and records of each staffs in cabinet.</li> <li>Maintain highly confidential information.</li> </ul>
<div data-bbox="108 1906 316 2049">  </div> <p><b>Furukawa Automotive Systems</b>      <b>Lima</b>  <b>Philippines, Inc.</b>  Lipa City, Batangas  Oct 2012 – July 2017</p>	<p><b>SENIOR SUPERVISOR</b>  Recruitment &amp; Training Section – Administration / Human Resources Department</p> <p><u><b>Duties and Responsibilities</b></u></p> <ul style="list-style-type: none"> <li>Responsible in sourcing of qualified applicants for manpower hiring</li> <li>Conducts initial interview on applicants</li> </ul>

<p>Wire harness is an array of wiring throughout the entire car to supply electricity and electric signal. FAS provides wire harness meeting all the requirements needed for the routing environment.</p> <p>FAS aim is to produce good quality products to our customers for the end users' safety.</p> <p>Furukawa Automotive Systems (FAS) is a Japanese company that develops, designs and manufacture automotive wire harnesses as well as electronic and automotive components. We have many affiliated companies throughout the world. Furukawa Automotive Systems Lima Philippines, Inc. was established last March 2012, and we have more than 7,000 manpower. We have been certified in ISO 9001:2008 last September 2013 and ISO/TS 16949 last December 2016.</p>	<ul style="list-style-type: none"> <li>• Coordinate to each department head for annual training plan on each member</li> <li>• Conducts annual refresh training for Jr.Staffs</li> <li>• Make training plans for new employees</li> <li>• Make and update guidelines and procedures for Recruitment &amp; Training.</li> <li>• Conduct theory training to newly hired employees, re-callers and special batch of trainees</li> <li>• Conduct training and proper way of teaching to newly hired staff and above trainer</li> <li>• Responsible in skills and knowledge development of trainees</li> <li>• Create, update and prepare training program including PowerPoint presentation, handouts, test, &amp; ideas</li> <li>• Responsible in Process Certification Badge's making, distribution and monitoring</li> <li>• Responsible in Quality Control Circle activity (QCC).</li> </ul>
<div data-bbox="116 857 316 996">  </div> <p><b>Orient Semiconductor Electronics Phils. Inc</b> Calamba, Laguna Oct 2010 – Sep 2011</p> <p>Orient Semiconductor Electronics Phils. Inc. is a Taiwan-based company principally engaged in the research and development, design, manufacture and sales of integrated circuits (ICs) and electronic products. The Company operates through two business segments. The Electronic Manufacturing Services (EMS) segment includes printed circuit board (PCB) layouts, design for manufacturability (DFM) services, design for testing (DFT) services, prototype integration services, PCB assembly, function and reliability testing services and system integration services, among others. The IC Services segment includes the packaging and testing services of ICs and other semiconductor components. The Company operates businesses in domestic and overseas markets.</p>	<p><b>TEST PROCESS ENGINEER</b></p> <p><u><b>Duties and Responsibilities</b></u></p> <ul style="list-style-type: none"> <li>• Responsible in line improvement (Yield/Quality/Productivity and process activities at Test Manufacturing area through effective use of problem solving methodology and statistical techniques.</li> <li>• Interfaces with line personnel of production, quality assurance and support group regarding product/process related problems and disposition.</li> <li>• Coordinate with customers all issues and concerns affecting product quality &amp; highlight to vendor if material issue is involved.</li> <li>• Responsible for qualification of machines to run in Tape &amp; Reel Production.</li> <li>• Perform Control Plan summary to align with company specifications &amp; review customer's specifications for gap analysis.</li> </ul>
<p><b>ASSETS AND CAPABILITIES</b></p>	
<p>Almost five (5) years of experience in Training, one (1) year in Administration and one (1) year in Engineering.</p>	<ul style="list-style-type: none"> <li>• Technical Documentation utilizing Microsoft word/ excel/ power point and Oracle</li> <li>• Good in handling procurement and able to communicate with different suppliers</li> <li>• Self-starter and fast-learner</li> <li>• Eager and enthusiastic to learn new things and very consistent and responsible when it comes to work discipline and attitude</li> <li>• Adaptable to any working condition</li> <li>• Able to handle group of people</li> </ul>

	<ul style="list-style-type: none"> <li>Can work under pressure</li> </ul>
<b>TRAININGS AND SEMINARS</b>	
05 December 2018	<b>Microsoft Excel Intermediate</b> Formatech Integrated Learning Centers Emaar Square Bldg. 1, Level 3 Meraas Training Room
07 October 2018	<b>Microsoft Excel Advanced</b> Formatech Integrated Learning Centers Emaar Square Bldg. 1, Level 3 Meraas Training Room
15 & 19 October 2016 and 26 November 2016	<b>Basic QC Circle Problem Solving Process with the application of QC Tools &amp; Techniques plus Management &amp; Planning Tools</b> Furukawa Automotive Systems Lima Philippines, Inc.
07 October 2012 – 15 November 2012	<b>Process &amp; Product Training</b> Furukawa Automotive Parts (Vietnam) Inc. Road no. 14-16, Tan Thuan Dong Village, District 7, Hochiminh, Vietnam
23 November 2009 – 10 December 2009	<b>AUTOCAD I</b> Advanced Business Consultancy Centre Phils. Inc., Batangas City
12 October 2009 – 12 November 2009	<b>Mechatronics Servicing NC II</b> Technical Education and Skills Development Authority (TESDA) Regional Training Center (RTC); CALABARZON IV-A
<b>ACHIEVEMENTS</b>	
2018 December	<b>Employee of the Month</b> The Green Planet
2018	<b>Perfect Attendance</b> YR 2018 up to present The Green Planet
2004 - 2008	<b>CHED Special Study Grant</b> Cong. Hermilando I. Mandanas
<b>EDUCATIONAL BACKGROUND</b>	
<b>Batangas State University</b> Batangas City, Philippines	Bachelor of Science in Electronics & Communications Engineering 2008
<b>Sta. Teresa College</b> Bauan, Batangas, Philippines	Secondary Education 2003
<b>West Bauan Central School</b> Bauan, Batangas, Philippines	Primary Education 1999
<b>PERSONAL INFORMATION</b>	
Date of Birth: Sex: Civil Status: Nationality: Language Spoken: Passport No.: Date of Expiry:	10-August-1986 Female Single Filipino Filipino, English P0564437A 07-October-2021