

# MARIA LORAIN S. ELLAGA

+971569563308    ellagamarialoraine@gmail.com    Al Barsha 1



## SKILLS

Microsoft Office	
Technical Knowledge	
Communication	
Problem Solving	
Organization	
Attention to Detail	
Time Management	
Adaptability	

## TRAININGS & CERTIFICATIONS

### Basic Training in Barista

Crystal Cafe, Beitun, Taichung, Taiwan  
April 2023

### Basic Technical Course for Technician

HGST at Western Digital Company  
March 2009

### Admin (Encoding and Filing)

PT Cerna Corporation, Philippines  
November 2008 - March 2010

### Technician (Appliances Repair / Transformers)

3D Superwind Sales and Service Center, Philippines  
April - May 2006

## EDUCATION

### Bachelor of Science in Industrial Technology

#### Major in Electronics

Southern Luzon State University, Philippines, 2009

## LANGUAGES



English    Filipino    Chinese Indo    Chinese Mandarin

## EXECUTIVE SUMMARY

With over 14 years of work experience, I bring a proven track record of enhancing organizational efficiency and operational excellence. Proficient in office management, I excel in coordinating tasks, ensuring accuracy, and optimizing workflow. My strong communication skills, attention to detail, and adept use of technology contribute to successful collaboration and overall success in diverse team environments.

## WORK EXPERIENCE

### Assistant Team Leader, Admin Staff

Silicon Precisions Industries Co. Ltd., Taiwan  
January 2014 - October 2023

- Manage office supplies inventory, coordinate equipment maintenance, and ensure overall office tidiness.
- Answer and direct phone calls, respond to emails, and draft/proofread documents.
- Schedule appointments, meetings, and events, as well as arrange travel itineraries.
- Conduct data entry accurately, maintain filing systems, and assist various departments with administrative tasks.
- Provide customer service by greeting visitors, responding to inquiries, and maintaining confidentiality.

### Manufacturing Engineering Process Technician Cutting and Yield Tech

Hitachi Global Storage Technologies Philippines Corporation  
July 2010 - January 2014

- Set up and configure Veeco ADS machine
- Perform routine maintenance and calibration for optimal machine performance.
- Coordinate with suppliers for spare parts, improvements, and parameter changes.
- Troubleshoot and resolve machine-related issues independently or with operators.
- Collaborate with engineers to investigate problems, implement solutions, and stay updated on best practices.

### Administrative Assistant (Encoding and Filing)

PT Cerna Corporation, Philippines  
November 2008 - March 2010

- Manage executive schedules, appointments, and travel arrangements with precision and attention to detail.
- Coordinate meetings, conferences, and events, ensuring seamless logistics and exceptional attendee experience.
- Maintain efficient filing systems, both physical and electronic, to facilitate easy document retrieval and storage.
- Perform data entry tasks accurately and efficiently, contributing to the integrity of organizational databases and records.
- Serve as a central point of contact for internal and external communications, handling inquiries and correspondence promptly and professionally.
- Provide administrative support across departments, assisting with tasks such as onboarding, office supply management, and special projects, demonstrating versatility and adaptability.