



CONTACT ME

+639951023423

diacasinillo@gmail.com

Cebu City, Philippines 6015

EDUCATION

University of San Jose-Recoletos

Bachelor of Science in Industrial
Engineering
2006 - 2008

SKILLS

- Management Skills
- Project Management
- Negotiation
- Critical Thinking
- Communication Skills
- Process Flows
- KPI Monitoring
- Data Analysis (Excel & Data Visualization)
- Leadership
- Attention to Detail
- Customer Service
- Manufacturing Process Optimization
- Data Entry
- Quality Control & Analysis

MARJORY DIA CUIZON

Industrial Engineer | Project Coordinator

ABOUT ME

Results-focused and proactive in planning day-to-day operations and solving service issues. Offers advanced abilities in tackling issues impacting team and business success. Excels at managing team and personal time to consistently exceed expectations.

WORK EXPERIENCE

Metro Retail Stores Group Inc.

Project Coordinator

Jul-2023 - Present

- Assist project managers in defining project scope, objectives, and deliverables.
- Participate in project kick-off meetings to ensure all team members understand project goals and timelines.
- Organize and maintain project documentation, including project plans, requirements, specifications, and change requests.
- Support the creation and management of knowledge repositories, ensuring that valuable project insights are captured and shared.

Feeder Apparel Corp.-CPRD

ME Supervisor

Mar-2018 - Apr-2023

- Generate Internal and External Factory Performance
- Analyze and create a report analysis of the Factory's performance
- Develop and produce regular reports, dashboards, and visualizations to present data in a meaningful and understandable format.
- Project status update with buyer/customer
- Communicate and Lead meeting updates with cross functional teams as well as with the buyer/customer.
- Design, lead and facilitate process improvement and project implementations
- Create new SOP's/ Update existing SOP's for process optimization
- Assist buyer/customer during factory walkthroughs

ME Team Leader

Mar-2017 - Feb-2018

- Generate Internal and External Factory Performance
- Analyze and create a report analysis of the Factory's Performance
- Develop and produce regular reports, dashboards, and visualizations to present data in a meaningful and understandable format.
- Design, lead and facilitate process improvement and project implementations
- Conduct process analysis and observe process issue in an organization
- Accurate and timely delivery of report

Lean Systems Analyst

Apr-2016 - Feb-2017

- Generate Internal and External Factory Performance
- Plan and execute strategies on how to engage employees to partake and share their ideas for continuous improvement
- Conduct study and evaluate Kaizen Ideas for approval and implementation.
- Accurate and timely delivery of report