

NOREA C. TABLIZO

Pasig City, NCR, Philippines

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PROFESSIONAL SUMMARY:

A highly skilled problem-solver who has the business knowledge and technical expertise to implement strategies, evaluate processes, and build upon an infrastructure that supports the ever-changing needs of customers.

WORK EXPERIENCES:

TECHNICAL SERVICE / BIOMEDICAL ENGINEERING

AMI EQUIPMENT SERVICES AND SOLUTIONS INC.

November, 2021

- Present

1. Pasig City General Hospital
2. Justice Jose Abad Santos General Hospital
3. Santa Ana Hospital

- Install and repair medical equipment and perform preventive maintenance, such as Cardiac Monitors, Ventilators, ECG Machine, Infusion Pump, BP Apparatus, Defibrillators, Pulse Oximeters, and many more.
- Knowledge use of electronic test tools in performing calibration to medical equipments such as Gas Flow, Prosim 8, Infusion Device Analyzer, Impulse, etc.
- Conducts tactical troubleshooting to identify faults.
- Knowledge and built Microsoft Access Database for workflow management.

SITE ADMINISTRATOR

PACIFIC AIRCONDITIONING AND GENERAL SERVICES CORPORATION

October, 2020

- October, 2021

1. Royce Hotel and Casino, Clark Pampanga, Project
- Serves as main contact person between head office and site project.
 - Performs administrative duties at site project, ensuring all documentation regarding timesheets of workers and staff, salary matters, petty cash, as well as manpower and materials are monitored.
 - Collaborated closely with Project Manager and Project In-Charge to smooth and improve site operations.

ENCODER / ASSISTANT VENDOR COORDINATOR

RAYVILL ELECTRICAL CONSTRUCTION CORPORATION

September, 2018

- May, 2019

- Meralco Sector, Valenzuela
 - Organizing files, crew reports and documents into management system to maintain accurate record.
-

EDUCATIONAL BACKGROUND:

ELECTRONICS ENGINEERING

BACHELOR'S DEGREE, GRADUATE 2018

June, 2013
- June, 2018

- Virgen Milagrosa University Foundation
San Carlos City, Pangasinan, Philippines

SKILLS:

- Knowledge and built Microsoft Access Database for workflow management.
- Eager to apply extensive database knowledge and problem-solving skills to further company goals.
- Efficient communication skills for discussing projects at all levels, with the ability to clearly articulate the work, issues and challenges.
- Focused and driven to always meet deadlines and targets as required.
- Can maintain a professional attitude with peers, co-workers and clients at all times.
- Expert in achieving high levels of multi-tasking by remaining focused and goal-oriented.
- With the ability to quickly learn and apply new skills and abilities to the position.
- Proficient with computer applications and MS Office Applications (Excel, Word, Powerpoint, Access).

PROFESSIONAL CREDENTIALS:

PROFESSIONAL ELIGIBILITY

CSC ELIGIBILITY

- August 20, 2023
NCR, Philippines

ON THE JOB TRAINING:

NEW PRODUCT INTRODUCTION (NPI) ENGINEER

HQ MANUFACTURING DEPARTMENT, IONICS EMS, INC. SCIENCE PARK, LAGUNA, PHILIPPINES

- Assisting NPI ENGINEER STAFFS during debugging of new products by programming some manufacturing machines.