Mary Cris Mena

Project Supervisor

ADDRESS

III-A Ph.2 Dimson Cmpd., Bagong Tanyag, Taguig City, Philippines

CONTACTS

📞 09778092855 (Whats-app and Viber)

✉ menamarycris@gmail.com

EDUCATION

B.S. Industrial Engineer

Rizal Technological University
2010 - 2015

SKILLS

- With knowledge in MySQL, Php, HTML, Bootstrap, JQuery, AJAX

- With knowledge in JIRA and Git Hub for project management and version control

- With advanced Knowledge in Microsoft Offices such as Word, Excel, Powerpoint, Visio

- With Knowledge in Time and Motion Study, Process Flow Creation

SEMINARS ATTENDED

- ISO 9001:2015 Awareness Seminar

- ISO 19011:2011 Internal/External Auditing Course – ISO 9001:2015 QMS

- Risk Based Thinking (Risk Management) Training

- LARAVEL PHP Framework Training

Hi, I'm Mary Cris

an Industrial Engineer with experiences in System Development, IT Infrastructure Setup, Warehouse and Logistics Operations, Manufacturing and Production Operations, Data gathering for system development (Business Analysis) and System Testing & Implementation. Hungry for knowledge in different things and constantly evolving and growing.

EXPERIENCE

Start Date: Feb 2021
Up to: Present

Project Supervisor | Glacier Integrated Logistics Inc.

- Act as Project Lead in the development and implementation of different systems (Warehouse Management System, Client Portal, Vendor Management and Maintenance Inventory System, Procurement System, Asset Management System, JO and Billing System and etc.)
- Analyze operational processes to convert into system functions as we developed different systems
- Act as a Final QA/User Tester for the developers before implementing created or updated functions and modules to production systems
- Create and reports road map, progress and shortcomings to management for the transparency of the project
- Analyze and study processes subject for Improvement as part of Continuous Improvement in all our developed system to be applied upon enhancement phases
- Act as a System Specialist and Support for the error encounters upon System Deployment
- Create simple admin tools that can help our Implementation Team
- Create needed documents in implementing system. Documents such as Manuals, List of Materials and Equipment, Equipment/ Manpower Ratio and many more.
- Align system process and warehouse/SBU process for smooth transition from manual to system integration

Start Date: Mar 2018
Up to: Sep 2020

Warehouse Supervisor | Suyen Corporation

- Assigned in Releasing/Pick and Pack Section to oversee and manage all transactions that needs to be delivered on a specific date
- Plan strategic approach to ensure ordered items will be delivered to given lead time
- Prepare sales barcode for store operations
- Encode SKU and Department Codes per Item Category per Mall
- Transitioned Manual Encoding of Bulk Items to Machine Operations by creating procedure, testing, implementing and suggesting improvements
- Act as a middle man between Warehouse Operations and MIS for system error concerns
- Resolve easy problems by basic troubleshooting if system errors were encountered in Warehouse Operation
- Monitoring of Inventory Stocks and Supervising sorting machine based from distribution guide
- Supervise day to day transactions of warehouse from picking, packing and loading
- Monitoring of raw materials for proper ordering to avoid out of stocks and unserved

Start Date: Oct 2015
Up to: Jan 2018

Industrial Engineer | First Rate Pillar of Handiworks Inc

- As an Industrial Engineer, compute for KPI per production, analyze man-machine ratio and set quota per production and set up production layout for efficient and effective Process Flow
- Conduct Time and Motion Study for Process Improvement and also for Costing Purposes
- Act as an Internal Auditor for ISO 9001:2008