

Jayson G. Cuizon

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I. Summary of Qualification

- Knowledgeable and experienced in PPC Management (Google Ads, Facebook, Instagram, Tiktok)
- Knowledgeable and experienced Search Engine Optimization (SEO)
- Presently working as Operations Senior Team Lead (Reports)
- Experience in Quality Management System (QMS) Lead in a Manufacturing Company.
- Leads Supplier On-site Audit for Supplier Approval & Accreditation.
- Internal Auditor ISO/TS 16949:2009 Quality Management System Standard.
- Knowledgeable in ISO 14001:2004 Environmental Management System Standard.

II. Work Experience

October 2017 – Present

Operations Senior Team Lead (Reports)
QIMA Philippines Inc.
5F Skyrise 3, Asiatown IT Park, Lahug, Cebu City, Cebu

- Monitor team, track performance, and plan actions to maximize team effectiveness, development, and productivity. Take appropriate corrective disciplinary action as necessary.
- Report, manage and audit key performance metrics on a continual basis to ensure achievement of targets and identification of areas requiring further strategies as necessary.
- Establish clear role deliverables, expectations, and governance approaches with respective stakeholders relating to the support rendered to oversee the onsite team.
- Plan resources, hire, train and manage to achieve departmental and business goals of service and reporting targets.
- Identifies training needs, from both tactical and departmental perspectives and implements plans as appropriate.
- Collaborates with other local and domestic colleagues to develop and implement consistent initiatives and best practices.
- Coach, mentor, and develop supervisors to achieve performance objectives.
- Support the organization's growth and build a succession plan and capabilities.
- Other projects and duties as may be directed.

December 2016 – October 2017

Quality Management System & Lean Coordinator Optima Typographics Ibabao Road, Basak, Lapu-lapu City, Cebu

- Ensure that the processes of this QMS are delivering their intended outputs.
- Report on the performance of this QMS and on opportunities for improvement to top management.
- Ensure the promotion of customer focus throughout the organization.
- Ensure the integrity of the QMS is maintained when changes to the QMS are planned and implemented.
- Document and maintain the QMS, and the development of QMS Procedures and their subsequent revisions.
- Establish a QMS awareness program for the company personnel.
- Assign qualified personnel to perform scheduled audits of the QMS as implemented within the organization and report results to the Top Management.
- Perform evaluations of external parties providing services to, or in behalf of the company.
- Initiate or direct actions which result in solutions to quality problems and verify results.
- Control further processing, delivery or installation of nonconforming products/services until the deficiency or unsatisfactory condition has been corrected.
- Lead the Lean Management System Initiative of the company.
- Coach positions needed to eliminate waste and streamline processes in production.

October 2015 – November 2016

Quality Management System (QMS) Lead
Souhatsu Cebu Manufacturing Inc.
3rd Street 3rd Avenue, MEZ 1, Lapu-lapu City, Cebu

July 2014 – October 2015

Internal Quality Auditor
Souhatsu Cebu Manufacturing Inc.
3rd Street 3rd Avenue, MEZ 1, Lapu-lapu City, Cebu

August 2012 – July 2014

Quality Assurance & Technical Training Staff
Kyocera Crystal Device Philippines, Inc.
NCTO, Special Ecozone, Brgy. Cantao-an, City of Naga, Cebu Philippines

III. Educational Background

- Has BS Degree in Electronics and Communications Engineering
 - University of San Jose Recoletos, Cebu City, Philippines

IV. Skills and Knowledge

- Quality Management System – Quality auditing with particular reference to ISO/TS 16949 & ISO 9001
 - Environmental Management System – Environmental auditing with particular reference to ISO 14001
 - Quality Control – Generate and evaluate APQP, PPAP, PFMEA, Control Plan, 8D, 5S, 5WHY and SPC
 - Continual Improvement Process – Involvement in Quality Circle, PDCA, Suggestion System and Gemba Kaizen
 - 5S Program – 5S Auditing with particular reference to 5S Handbook & Guidelines, 5S Results Evaluation
 - Training & Development – Training Needs Analysis, Training Gap Analysis, Facilitate Technical Training Session, Evaluate Training Performances
 - Skills Training – Conducts Qualification Activities for Production Operators and Inspectors, Targeted Process Training, Evaluate On-the-Job Training Performances
 - Application Software – Tableau, AS400, Microsoft Office 97-2013 (Word, Excel, PowerPoint, Outlook, Access)
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