



RIAH MACASAIT

QM STAFF / VBA



0965-990-7132



riahmacasait@yahoo.com



Blk. 24 Lot 5 Sto. Niño I Dasmariñas City, Cavite 4114

SUMMARY

Making critical decisions, managing deadlines and conducting team reviews. With expertise in analysis and quantitative problem-solving skills, dedicated to company growth and improvements. With experienced VBA with a background in developing and maintaining software applications using Visual Basic for Applications. Experienced in developing user interfaces, automating processes and analysis, and creating custom functions using VBA. Have a deep understanding of the MS Office suite and has a passion for creating systems that speed up tasks for users.

EDUCATION

Bachelor of Science in Office Administration

City University of Pasay

2013 - 2014 (undergraduate)

SKILLS

- Experience with vba programming
- Strategic planning
- Decision-Making aptitude
- Compliance monitoring
- Microsoft office
- Analytical and Critical thinking
- Data analysis
- Internal audits
- Taking minutes
- Data Entry
- Computer literate
- Document management
- Quality Management

CERTIFICATES / AWARD

- Best Team Leader

HOBBIES AND INTERESTS

- Programming
- Watching recap movies

Experience

○ Apr. 2022- Present

Japan Aviation Electronics Phils.

QM Staff

- Conducted unwanted audits, identifying the problems and implementing corrective measures to maintain the effectiveness of the actions.
- Issued sanctions to those employees who violated the rules and regulations of the company. Coordinated all P.I.Cs regarding non-compliance with procedures and requested analysis and corrective action.
- Compiled data, created visualization charts and prepared reports for weekly sending and monthly meetings.
- Established instructions and procedures that can help to improve the production team. Proposes improvements to speed up process and workloads.
- Conducted orientation and training on the newly created or revised procedures and instructions to all related personnel.
- Facilitated training sessions on standards and procedures of the company for newly assigned leaders and staff, improving team competence and performance.
- Managed and maintained all quality documentation, ensuring compliance with regulatory standards.
- Supports all other team member tasks and other duties as assigned.

○ 2018 - 2022

Japan Aviation Electronics Phils.

QC Patrol

- Checking that the assembly or production line from incoming to outgoing adheres to standards and procedures and complying with company requirements.
- Collaborated with team members superiors if encountered abnormalities and ask for analysis and corrective actions.
- Conducted uninformed audits to evaluate if the rules and regulations of the company has been followed.

○ 2014 - 2018

Japan Aviation Electronics Phils.

QC Inspector, Documentation, & Diecon

- Responsible for making sure that products meet a set of standards.
- Inspecting output samples using industry-appropriate methods, such as comparing to standards, measuring dimensions and examining functionality.
- Recording inspection results by completing reports, summarizing re-works and wastes and inputting data into quality database.
- Reading and interpreting engineering or A drawings. Using gauges such as calipers and micrometers and other measuring tools to measure products. Collecting and compiling statistical quality data.

Key Achievements:

- Speeded up the encoding and processing by 76% using VB Applications.
- Reduced downtime in summarizing and analyzing of data by 68%.
- Speeded up the gathering of data for weekly and monthly sending by 63%.
- Automated creation of forms during issuance of patrol findings by 98.3%.
- Reduced findings related to traceability concern by 56%.
- 1st place in QCC for 2SY2022 (Team The VBis: Speeded up the processing of staff workloads)
- 1st place in QCC for 2SFY2023 (Team Accelerator: Speeded up the the processing of Keep Sample in Molding area)
- 1st place in QCC for 2SFY2024 (Team ExpressLane: Speeded up the Preparation and Creation of Calibration Certificates by 65%)