



Rolyn Jane Joy de la Cruz

Certified Industrial Engineer 2018

CONTACT

- ☎ 0965-4433-336
- ✉ delacruzrjjga@gmail.com
- 📍 Cabuyao City, Laguna

EDUCATION

- Pamantasan ng Cabuyao
Bachelor of Science in Industrial Engineering
Completed in 2017

SKILL

- Problem-solving
- Critical Thinking
- Attention to detail
- Time management
- Communication Skills
- Management Skills
- Technical Proficiency
- Data Analysis

CERTIFICATION

Feb 2018 | Certified Industrial Engineer

TRAINING

Mar 2025 | Out of Control Action Plan (OCAP)

Jan 2025 | Internal Audit Training (ISO 14001, ISO 45001 & ISO 9001)

Jul 2023 | Responsible Business Alliance (RBA)

PROFILE

Detail-oriented and tech-savvy professional transitioning from a Quality Engineering background to Virtual Assistance, bringing 8+ years of experience in documentation, data analysis, and process improvement. Proven ability to manage multiple tasks, maintain accuracy under pressure, and communicate effectively with cross-functional teams. Proficient in tools like Microsoft Office, Google Workspace and Canva. Eager to support clients with administrative, technical, and operational tasks in a remote environment.

WORK EXPERIENCE

Sercomm Philippines Inc. | Supplier Quality Engineer

Mar 2023 – Present

Nidec Philippines Inc. | Supplier Quality Engineer

May 2021 – March 2023

SIIX EMS Philippines Inc. | Supplier/Customer Quality Assurance Officer

July 2018 – May 2021

KANEPACKAGE PHILIPPINES INC. | Quality Assurance Engineer

July 2017 – April 2018

DUTIES AND RESPONSIBILITIES

1. Collect, and review the detailed documentation requirements for Supplier for Component Qualification Control
2. Communicate and have collaboration with Supplier for any quality related improvement
3. Make own conclusion and recommend from the results of the material/supplier evaluation.
3. Manage multiple tasks and deadlines assigned by the superior
4. Conduct data entry and tracking through Excel , google sheets and Microsoft Teams, preparing daily/weekly/monthly reports for leadership.
5. Train and support new engineers to learn the company process and SQE responsibilities,

REFERENCES

Available upon request