

Emma P. Marcelo

- Bitin Bay, Laguna (4033)
- emmamarcelo02@gmail.com
- www.linkedin.com/in/marcelo-emma-9154b12b0
- (63) 967 360 3423



PERSONAL INFORMATION

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|-------------------------------|------------------------|-------------------------|
| • Birthdate: October 23, 2001 | • Sex: Female | • Citizenship: Filipino |
| • Age: 23 years old | • Civil Status: Single | • Religion: Catholic |

Education

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| • Bachelor of Science in Information Technology Major in Software Development | 2020-2024 |
| Pamantasan ng Lungsod ng San Pablo, Barangay San Jose, San Pablo City Laguna | |
| • Computer System Servicing | 2018- 2020 |
| KCD Technical Institute Inc.
National Highway, Poblacion II, Alaminos, Laguna | |

Experience

Document Control Officer	September 2024 - May 2025
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Quality Corrugated Box Mfg Corp., (QCBMC) Canlubang Calamba City Laguna

- Develop, implement, and maintain an organized document control system, ensuring accurate filing, classification, and storage of all company documents in compliance with internal procedures.
- Manage the review, approval, and revision of documents (including contracts, policies, and technical drawings) while tracking updates and notifying stakeholders of changes.
- Ensure compliance with internal and external regulations, monitor document quality, and collaborate with various departments to ensure timely approval, distribution, and document security.
- Provide training on document control processes, maintain an organized retention schedule, and oversee the archiving or disposal of outdated documents according to company policies.
- Monitor and track the validity of ROHS (Restriction of Hazardous Substances), SDS (Safety Data Sheets), and other legal government compliance requirements.

IT Support (On the Job Training)	February 2024 - May 2024
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Education Management Information System Office (EMISO) PLSP, San Pablo City, Laguna

- **Provided Comprehensive IT Support, Executed Technical Tasks, and Designed and Maintained Materials:** Provided IT support by troubleshooting and resolving hardware, software, and printer issues, performing diagnostics, and installing operating systems and peripherals. Installed CCTV systems, soldered AVR monitors, and ensured data security through encoding. Designed public materials for school events and recommended hardware upgrades after inspections.

Seminar and Training Attended

- **Legal Compliance Training for Integrated Management System - QCBMC**, February 11-15, 2025
- **ISO 19001: 2018 Guidelines for Auditing Management Training - QCBMC**, February 11-15, 2025
- **Integrated Management System Awareness Training (ISO 9001: 2015, ISO 14001: 2015, ISO 45001: 2018) - QCBMC**, February 11-15, 2025
- **Certified Internal Auditor (Canon) Bromine, CANON -** October 07, 2024
- **ISO Awareness Training - QCBMC**, November 05-09, 2024
- **Internal Quality Audit Training for Quality Management System**, Calamba City, Laguna November 11-15, 2024
- **HALAL Assurance System Internal Auditor Training**, QCBMC - November 18-20, 2024
- **IDFL Philippines: "Future of Textile and Recycling Industry: Trends and Sustainability"** Manila, Philippines October 09, 2024
- **“Exploration to Postgres Database and GoLang Programming”** FDS ASYA Philippines Inc. PLSP, February 23, 2023
- **“Y4IT 2022: Youth Congress on Information Technology”** The UP System Information Technology Foundation, Inc., November 16, 17, 18, 2022

Skills

- Experienced in prototype and graphics design. (Figma, Canva, Basic knowledge of Adobe Photoshop)
- Proficient in MS Office.
- Skilled in computer assembly and diagnostics.
- Capable of formatting and installing operating systems and basic troubleshooting.
- Experienced in Technical writing and Project Management
- Calendar and Email Management
- Proficient in creating and maintaining efficient filing systems for both digital and physical documents.
- Strong accuracy in document creation, revision, and compliance with standards.
- Expertise in document control systems and version control.
- Understanding of legal and regulatory requirements, including ISO and document retention policies.
- Clear, concise communication for document distribution, training, and reporting.
- Skilled in troubleshooting document control issues and recommending improvements.
- Expertise in secure handling and storage of sensitive documents.
- Conducting audits and maintaining document quality standards.
- Ability to learn and adapt to new technologies and procedures.

Tools Proficiency

- | | |
|-----------------------|-----------|
| • MS Office | • Canva |
| • Google Workspace | • Figma |
| • Framer | • ChatGPT |
| • Meta Business Suite | • Trello |
| • Roundcube Webmail | |

Project

- **BMI Tool: A Web- Based Body Mass Index System for San Jose Elementary School** (Capstone Project) *Project Manager/ Technical Writer/ UI Designer*
- **SarapSiyat Website** (Simple Cultural Exploration Website Project) *Project Manager/ UI Designer*

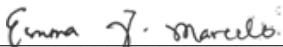
Achievements

- Dean Lister - Rank 2
- Exemplary Academic Performance (2023) - Rank 5
College of Computer Studies and Technology, PLSP 2022-2023
- Gold Medalist - Technolympic:(CSS)
- Best in Work Immersion/ Best in Specialization
- Academic Excellence Distinction
- Computer System Servicing NC II Holder
KCD Technical Institute 2018-2020

Character Reference

Ms. Myla Bingayen

QA Analyst/ SO3
mylatubban131990@gmail.com
0920-359-4819


EMMA P. MARCELO

Mr. Reymond Indico

QA/QC Head
reymondindico35@gmail.com
0920-959-6089

I hereby certify that the information above is true and correct to the best of my knowledge, belief, and ability.