

Mailyn McMahon

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EXPERIENCE

Mannlake LTD, Hackensack, MN — Quality Control

August 2013 - PRESENT

Responsible for maintaining quality standards by approving incoming materials, in-process production, and finished products; recording quality results by keeping accurate daily production records.

Calumet Electronics, Calumet, MI — Electronic Tester

December 2012 - April 2013

Conducted electronic testing for circuit boards in a production environment to maintain quality standards. Prioritized testing by production schedule to ensure customer satisfaction.

Le Magnan Unlited, Hong Kong — Admin. Assistant

2005 - 2008

Responsible for order processing, invoicing, shipping, and scheduling. Conducted bi-annual audits of company documentation. Coordinated client meetings including international travel to ensure customer needs are met.

Success Unlimited Enterprise Manila, Philippines

Sales Representative

2003 - 2005

Serves and introduces company products to customers by scheduling and conducting client meetings. Business travel required. Responsible for processing customer orders.

EDUCATION

National College of Business and Arts, Manila, Philippines — B.S. Computer Science

1995 - 1999

Enverga Academy, Quezon Province, Philippines — High School

1991 - 1995

SKILLS

Relationship building

Computer skills

MS Word, Excel, Outlook,
PPT

Stenographer

Detail oriented

LANGUAGES

Tagalog, English, Mandarin,
Spanish, Nihongo