

CAMILLE



PROFILE

Motivated and detail-oriented with strong organizational and communication skills. Experienced in managing administrative functions and delivering seamless support to maintain efficient office operations. Proven track record of handling diverse responsibilities with professionalism and precision. Proficient in tracking project progress and quality, developing improvement tools, recommending process enhancements, and providing reliable assistance to project managers. Skilled in creating documentation, scheduling appointments, and coordinating meetings for optimized workflow. Experienced in QA Manual Testing.

EDUCATION

Bachelor of Science in Electronics Engineering
2013-2018
Registered Electronics Engineer

ACHIEVEMENTS

- Quality Improvement Champion during FY2020 Quality Exhibit
- Developed procedural manuals that were shared across our global delivery centers (GDC)

PROFESSIONAL EXPERIENCE

Application Systems Engineer/Consultant | 09/2022 - Present

- Tracking project progress, quality and risks, recommending process/workflow enhancements, creating user stories and providing reliable assistance to project managers.
- Worked alongside multiple projects and enhanced project processes by introducing improvements such as project implementation documents and VBA tools as a member of the PMO team.
- Assisted project managers by scheduling and facilitating meetings and appointments, creating and editing documentations and reports, and client coordination.

Software Engineer | 08/2019 - 09/2022

- QA tester of embedded software of automotives.
- Checked monthly quality of each members of our team.

SKILLS

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|-----------------------------------|--|
| • Progress and Quality Management | • PM Assistance |
| • Risk Management | • User Story Creation |
| • Change Management | • QA Testing |
| • Communication Management | • Report Creation |
| • Review Management | • C, Java, JavaScript, HTML, CSS, VBA |
| • Document Management/Creation | • Working in Waterfall & Agile Environment |

TOOLS AND TECHNOLOGIES

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|--------------------|--------------|-----------|----------------------|
| • Asana | • SAP | • JIRA | • Visual Studio Code |
| • Microsoft Office | • JUnit | • GitHub | • IntelliJ Idea |
| • Jenkins | • Sharepoint | • Cygwin | • SaaS, PaaS |
| • ServiceNow | • PowerApps | • Eclipse | • Confluence |

REFERENCES