

IAN NEIL PAMPILON MORENO

REGISTERED ELECTRICAL ENGINEER | DATA & BUSINESS SUPPORT PROFESSIONAL

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ABOUT ME

Registered Electrical Engineer with over three years of professional experience in manufacturing operations, now transitioning an engineering mindset into data analytics, data management, virtual assistance, and technical business support. My engineering and manufacturing background has developed strong analytical thinking, attention to detail, problem-solving, organization, process improvement, and the ability to work under pressure while meeting strict deadlines. I am experienced in working with processes, production data, KPIs, documentation, schedules, quality requirements, and operational problems. I learn new technologies quickly and adapt confidently to software and digital tools, bringing a structured, process-driven approach to digital business support.

CORE SKILLS

- Analytical Thinking & Problem-Solving • Data Management & Reporting
- KPI Monitoring & Performance Analysis • Process Improvement & Documentation
- Production Planning & Scheduling • Virtual Assistance & Administrative Support
- Technical Business Support • Microsoft Office & Digital Tools
- Quality, Compliance & Documentation • Team Coordination & Communication
- Time Management & Deadline Management • Adaptability & Fast Learning

PROFESSIONAL EXPERIENCE

DCN Wet Process Area Production Supervisor | Century Pacific Agricultural Ventures Inc.

September 2023 – August 2026

- Led and supervised the production process area in compliance with established manufacturing practices, procedures, and company standards.
- Managed production targets for desiccated coconut (DCN) and coconut cream while monitoring operational performance and output.
- Prepared production schedules aligned with sales requirements and monitored individual-shift performance using Daily Production Reports.
- Coordinated with department managers and heads on operational problems, improvement initiatives, projects, and process concerns.
- Reviewed manpower requirements against approved budgets and evaluated personnel performance.
- Conducted regular plant inspections to identify operational observations, irregularities, and abnormalities during operation and shutdowns.
- Maintained quality standards, work instructions, housekeeping, and compliance with company policies and production procedures.
- Led weekly coordination meetings with production supervisors, process supervisors, team leaders, and other key personnel.

Selected Achievements

- Achieved 101.3% purchase-order fulfillment for High Fat DCN in 2025, compared with 87.21% in 2024 and 83.40% in 2023.
- Achieved 111.21% purchase-order fulfillment for Reduced Fat DCN in 2025, compared with 89.55% in 2024.

- Increased Total Reduced Fat DCN volume by 31.2% in 2025, reaching 5,468 MT versus 4,165 MT in 2024.
- Improved High Fat DCN yield to 12.19% in 2025 from 11.98% in 2024; Reduced Fat DCN yield to 6.01% from 5.83%.
- Reduced Reduced Fat DCN downgrade from 40.77% in 2024 to 33.83% in 2025, reaching 20.39% in December 2025.
- Contributed to ₱344M in 2025 profit through continuous production and yield improvement initiatives.
- Achieved 100% compliance for BRC, Ecocert, Organic, and SMETA audits for DCN production.

Community-Based Monitoring System (CBMS) Area Supervisor | Municipality of Lianga, Surigao del Sur 2022 | Four-month engagement

- Conducted fieldwork and household enumeration for community profile questionnaires.
- Managed field activities requiring accuracy, organization, data collection, and adherence to schedules.

EDUCATION & LICENSURE

- Bachelor of Science in Electrical Engineering — Central Mindanao University, College of Engineering, 2022 | Cum Laude
- Electrical Engineering Licensure Examination Passer — 2023
- Registered Electrical Engineer — Professional Regulation No. 0086724

RELEVANT TRAINING

- Solar PV Installation (Roof Solar PV Design) — PHLSolar Industry, May 2026
- Current Good Manufacturing Practice and Prerequisite Programs for Human Food — March 2025
- 7 Habits of Highly Effective People — Century Corporate HR, March 2025
- Intentional Adulteration – Food Defense and Food Fraud — February 2024
- Occupational Health and Safety — CPAVI QMS, February 2024

INDUSTRY & TECHNICAL BACKGROUND

Manufacturing: Desiccated coconut and coconut milk production; production planning; KPI monitoring; quality systems; process documentation.

Quality & Compliance: BRC, HALAL, QMS, HACCP, SSOP, Ecocert, Organic, and SMETA-related documentation and implementation.

Digital Career Direction: Data Analytics, Data Management, Virtual Assistance, and Technical Business Support.

PROFESSIONAL AFFILIATIONS

- Institute of Integrated Electrical Engineers of the Philippines, Inc. — 2023
- Institute of Integrated Electrical Engineers of the Philippines, Inc. College Student Chapter — 2018–2022
- Society of Electrical Engineering Students, Central Mindanao University — 2018–2022

REFERENCES

Available upon request.