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**CURRICULUM VITAE**

# Name ANNADEL ISIK GUZMAN

**Nationality** Filipino

**Languages Spoken** English, Filipino

**Qualifications Management Systems Consultant**

Former Consultant of Neville-Clarke Philippines, Inc.

BS Electronics & Communications Engineering

Trained QMS Auditor – PERA Neville-Clarke Philippines

Mobile number +639161855880

Email Address daphne\_272002@yahoo.com

**PRESENT COMPANY**

**Management Systems Consultant**

**Freelance / Independent MS Consulting**

**DHEL I GUZMAN Management Consulting Services**

Management Systems Consultant. Conducts gap analysis, in-house training, workshops, and documentation assistance in the implementation, establishment, maintenance, and process development until certification of a certain organization. Provides coaching and guidance for management systems accreditation.

**NEVILLE-CLARKE PHILIPPINES, INC.**

**Consultant for Management Systems**

**June – December 2013**

IMS Consultant for Management Systems. Conducts Gap Analysis, In-house Training, Workshops, and Documentation assistance in the implementation, establishment, maintenance, and process development until Certification of a certain organization. Provides coaching and guidance for management systems accreditation.

**PREVIOUS COMPANY**

**SMOOTHMOVES INC. – Internal Quality Auditor/ DQMR**

**September 24, 2012 – May 31, 2013**

*As an Internal Quality Auditor/ DQMR, she has been involved in the implementation, maintenance, and process development within the company. She is also involved in providing, facilitating, and promoting QMS – In house training courses in compliance with ISO9001:2008 QMS requirements.*

**nimbus certification philippines – ISO Coordinator**

**June – October 2011**

*She was mainly involved in the promotion and certification marketing strategy in acquiring clients. She attended to all ISO Certification needs in the Philippines that focus greatly on the government agencies under the Philippine territory. She has also conducted an on-site initial assessment audits for aspiring clients for ISO Certification.*

**MANILA SOUTHWOODS GOLF AND COUNTRY CLUB – Integrated Management Representative**

**October – December 2009**

*As a contracted Integrated Management Representative/ Consultant, she was responsible for the overseeing, implementation, promotion, and maintenance of the Integrated Management Systems of the company which were Occupational Health Safety And Standards(OHSAS), Environmental Management System(EMS), and Quality Management System(QMS).*

**SOUTHEAST ASIAN AIRLINES INC. - *Quality Management Representative***

**Nov. 17, 2007 – August 2009**

*She was mainly involved in the promotion, implementation, and maintenance of the quality management system of the company. She was also involved in the compliance of the Health and Safety Guidelines set forth by the Civil Aviation Authority of the Philippines(CAAP).She conducted the promotion of an administrative safety officer functions in relation to health and safety guidelines set forth by the Civil Aviation Authority of the Philippines and conducts regular Safety Audits both unplanned and planned audits.*

**Other Work-Related Involvement**

*She started her exposure and trainings for ISO – related courses in 2000 at Philippine Nakamura Corporation where she was the In – Process Quality Assurance. Trained to be the External and Internal Auditor under RRS Management & Consultancy an affiliate of TUV Rheinland Certification Body. She had worked in HRD PTE LTD in EPZA, Rosario, before she joinedTokumi Electronics Phils. Inc. as Logistics Officer. And she had also worked in Creamline Dairy Corporation as an Inventory Control Officer/General Material Comptroller.*

**CONSULTANCY EXPERIENCE**

After Neville Clarke Phils. as a Consultant she mainly had been into a freelance/ independent consultancy set- up in tandem with a certain Certifying Body Lead Assessor/ Auditor with an extensive experience in EMS, QMS, OHSAS, IMS, FSMS, HACCP, GMP, ISMS, and SEDEX/ SMETA requirements. Moreover, as an Independent Management Systems Consultant, she had proven her skills by helping and assisting companies to get certified successfully.

**Recent client engagement;**

GLOBE TELECOMM ISO9001:2008 QMS Training & Consultancy

Valenzuela City Government Guided Internal Audit ISO9001:2008 QMS

Universal Aquarius Inc. (UAI) – SEDEX / SMETA AUDIT Guidelines

Southern Luzon Feedmill Inc. (SLFI) – ISO9001:2008 QMS Training & Consultancy

Philippine Navy Finance Center – ISO9001:2008 QMS In – house Training & Consultancy

FRANKE – Pre Certification Audit on ISO14001 EMS & ISO 18001 OHSAS

Chef Maritime Management Services & Training and Assessment Center – ISO9001:2008 QMS Consultancy

Xceed Business Solutions Inc. – SEDEX/ SMETA AUDIT Accreditations

Xceed Business Solutions Inc. – ISO22000 FSMS Consultancy

Clark Metal Precision Technology Inc. – ISO9001:2008 QMS Consultancy

M Printing Services – ISO14001 Consultancy

Brand Ambassadors Corp. – SEDEX/SMETA AUDIT Accreditations

NAVAL LOGISTICS CENTER PHIL. NAVY – In-house training ISO9001:2008 QMS

PROPAK Industrial Corp. – ISO9001:2008 QMS Consultancy

**TRAINING AND DEVELOPMENT EXPERIENCE**

* ISO9000 Introductory Course
* ISO9001:2000 Quality Management System Awareness Training
* External / Internal Auditing Course for Manufacturing Industry
* Internal QMS Auditing Course
* Lead Auditors Training Course ISO9001:2008 QMS
* Crew Resource Management – Human Factors, CAAP
* Leadership Skills for QMR
* ISO22000 Food Safety Management System Training
* HACCP and GMP Training course
* Statistical Process Control
* Root Cause Analysis
* Business Risk Management Training course