

**CHRISTINE**

Nationality: Filipino

Age: 27 years of age

Email Address: Christine-394878@2freemail.com

***Objective:***

Seeking for a challenging career in a dynamic environment, to gain extensive knowledge and experience in the industry. Be a part of a management team’s success and a relatively growing organization in order to apply my trainings, improve and utilize my skills to be an asset and be able to contribute to the company’s growth and success.

***SKILLS AND QUALITIES***

* Virtuous, Responsible and Trustworthy
* Good Leader and a Listener
* Literate in Microsoft Office
* Able to communicate English and Tagalog

***Traits:***

* Fast learner and Goal Oriented
* Persuasive and Flexible
* Self-Motivated with high energy
* Proactive and Focus
* Multi task with efficient result

***WORK EXPERIENCES:***

Dasmariñas Cavite

April 2014 – September 2019

**Quality Control Checker – Packaging Area/Sterile Area**

***Duties and Responsibilities:***

* Police the area: checks if all personnel in the packaging are adheres to the Standard Operating Procedures (SOPs), company rules and regulations and GMP guidelines
* Monitor daily the temperature and relative humidity in every room of the manufacturing area and sterile area at 0800H and 2000H
* Counterchecks every step of the packaging operations: from unloading of bottles from the autoclave until its release to the warehouse
* Perform physical inspection of products at various stages of packaging operation (i.e. first inspection, second inspection, checking of labeled bottles, case coding of boxes, boxing, checking of bottles prior to sealing, sealing and palletizing)
* Gives feedback to Quality Control Checker (Manufacturing) regarding bottle defects found during inspection for the purpose of informing them the defects that need adjustment or correction during production
* Gathers, counts and submits standard samples, special samples and retention samples to the laboratories
* Responsible in the application of quarantine stickers of finished products
* Responsible in maintaining cleanliness and orderliness in his/her working area
* Attends the monthly Inspection Division meeting
* Perform other duties and tasks deemed necessary and assigned by the immediate superior/department head.

Camarines Norte

January 2013 – February 2014

 **Pharmacy Assistant**

***Duties and Responsibilities:***

* Assist pharmacist and pharmacy technician to process prescriptions
* Greet customers and answer basic questions
* Be familiar with stocked medications
* Advise customers on basic drug information and interactions
* Defer to pharmacist for more complex inquiries
* Input customer and prescription information into the computer system
* Type and print out prescription labels
* Help gather and bag prescriptions ad deliver to customer
* Answers phone in a professional manner
* Tend to emails and fax messages
* Take and track inventory, restocking when needed
* Assist in organizing and shelving medicine
* Accept and process deliveries
* Frequently clean and organize the workspace
* Assist with billing needs
* Perform various administrative duties as needed (filing, copying forms, till counting, etc.)
* Manage cash register and complete transactions
* Report any major issues to head pharmacist

***EDUCATIONAL BACKGROUND*:**

 **BS – BIOLOGY (2008-2012)**

Camarines Norte State College –F. Pimentel Avenue, Daet

Camarines Norte

***SEMINARS ATTENDED:***

* **“Enhancing Life: Biodiversity, Bioinformatics and Epigenomics”**

*Arrupe Convention Hall, Ateneo de Naga University, Philippines.*

January 29, 2011

* “**Enhancing Scientific Mind and Skills Through Biological Research”**

*Central Bicol State University of Agriculture, Pili, Camarines Sur.*

February 11-12, 2011

* “**Microbiology and Biotechnology: Rising to the Challenges of the Times”**

*Aquinas University of Legazpi, Legazpi City.*

December 3, 2011

All Documents, Certificates & References are available upon request.