

# CHARLENE MAE R. DETERA

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*Seven (7) years progressive quality assurance experiences in the food industry, effectively performs quality assurance/control and microbiology testing to ensure customers specifications are met and manages quality control documentation form time to time and inspecting materials processes and end-products to ensure conformance to quality standard.*

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## PROFESSIONAL EXPERIENCE

### **ACTIVE FOOD INNOVATORS CORPORATION, Golden Mile Business Park, Carmona, Cavite** **Quality Assurance Officer Micro– Analyst, April 2019 – PRESENT**

- Perform routine micro analysis for bulk and FG products using 3Mpetrifilms.
- Generate Microbial Test Result daily release report.
- Coordinate micro results and issue release of all items which passes prescribed tests after verification.
- Immediately inform Sanitation Supervisor of items, equipment, incoming materials, in-process, finished goods which failed in the qualification and release the necessary documentation.
- Assure that environmental and swab test of machines and equipment are carried out as per schedule in coordination with the 3<sup>rd</sup> Party laboratory.
- Monitor conscientious use of laboratory reagents/media, factory supplies, and other resources being used in the Micro laboratory.
- Monitor daily internal calibration of laboratory equipment and request for Third party calibration as per Calibration Plan.
- Submit monthly QA Laboratory accomplishment report to QA Supervisor.
- Assure that laboratory is always clean and in order and that lab properties are in good working condition. Oversee cleaner duties as per schedule.
- Accomplish microbial test reports and ensures proper filing of documents related to microbiological testing.
- Conduct air micro monitoring every month, as per requirement.
- Support projects, method development and validation work.
- Participate in HALAL Audit, HACCP meetings, GMP Audit and other key client audits and meetings.
- Responsible for monitoring and documenting applicable HACCP, GMP and SSOP requirements.
- Responsible for overall safety of the microbiological laboratory. File incident report as needed.

### **Quality Assurance Analyst, December 2016 – April 2019 (2 years and 4 months)**

- Responsible for testing and inspecting of raw materials in process and finished products.
- Ensured that all materials needed in the production are available.
- Received all raw materials and ensures that all certificate of analysis are submitted by the suppliers.
- Prepared expiration monitoring sheets for all raw materials.
- Conducted physico-chemical analysis on in-process and finished products to ensure that all specifications are met.
- Prepared sample retention for all batches of products.
- Controlled the process and quality of goods during production; and
- Performed other related duties that may be assigned from time to time.

- Calibrated and operated laboratory equipment; pH meter, moisture analyzer, top loading balance, and Refractometer.
- Conducted Titratable Acidity determination for finished goods samples and puree samples.
- Relieved QA Micro-analyst/ QC in-line in case manpower shortage in QA Department.

**PUREBEV INTERNATIONAL CORPORATION, Km. 42, Gov's Drive, Trece Martirez City**  
**Quality Assurance Analyst (in-Line), March 2014 – June 30, 2016 (2 years and 3 months)**

- Conducted routine package integrity evaluation from Tetra Pak Filling machine.
- Recorded every event in filling operations in package integrity monitoring forms.
- Conducted routine checking of hydrogen peroxide concentration and peroxide residue test in finished product upon filling in aseptic packaging.
- Conducted physico-chemical analysis of different ready-to-drink beverages (Chocolate and milk drinks, and juice drinks)
- Supported quality assurance analyst in laboratory for sample preparation, batching, water analysis and GMP, SOP of the production.

**MOFELS FOOD INTERNATIONAL CORPORATION, Governor's Drive, Dasmarias City**  
**Quality Assurance Inspector, June 2013 – March 2014 (9 months)**

- Assigned in Canned Meat Division and Processed Meat Division
- Calibrated and operate laboratory equipment.
- Checked GMP and SOP of the production.
- Conducted raw material and packaging material inspection.
- Conducted can seam tear down analysis.
- Monitor and verify retort machine temperature and pressure from operator.
- Supported Research and Development Analyst and Micro Analyst in their studies and batching sample preparations.

## **TRAINING EXPERIENCE**

**KLT FRUITS, INC., First Cavite Industrial Estate, Dasmarias City**  
**Quality Assurance Intern/ Process Technician, November 2012 – January 2013**

- Assigned in puree line and fruit solids production.
- Analyzed raw fruit analysis before proceeding to production.
- Checked packaging material and date coding print quality.
- Calibrated and operated laboratory equipment pH meter, refractometer, and centrifuge and assist micro-analyst from time to time.
- Supported other QA Analyst/s in other task.

## **EDUCATION**

**DNHS SKILLS TRAINING PROGRAM**

*Baking and Pastry Production NC I, July 2016 – November 2016*

**DE LA SALLE UNIVERSITY- DASMARIAS CITY**

*Certificate in Teaching Program (18 units), June 2015 – April 2016*

**CAVITE STATE UNIVERSITY- MAIN CAMPUS, Indang, Cavite**

*Bachelor of Science in Food Technology, Batch 2013*

## **ORGANIZATIONS**

### **PHILIPPINE ASSOCIATION OF FOOD TECHNOLOGIST**

*Member, December 2016 – PRESENT*

### **PHILIPPINE RED CROSS-CAVITE CHAPTER**

*Company Volunteer, September 2014 – September 2016*

## **ADDITIONAL SKILLS**

- Microsoft Office (Word, Excel, Publisher and Power point)
- Strong analytical skills
- Can adapt flexible working hours
- Dedicated and Hard working person
- Knowledgeable in Food Safety, Good Manufacturing Practices, HACCP and SSOP
- Knowledgeable in basic preparation in Microbiology, inoculation and environmental monitoring using Petri films
- Knowledgeable in Aseptic Fruit Puree and Solids processing, UHT Processing, Meat processing, food canning process and Spray Dried Powders.
- Familiarity with lab safety and handling of hazardous materials.

## **TRAINING AND SEMINARS ATTENDED**

- GMP & 5S Training
- Good Laboratory Practice
- Allergen Awareness Seminar
- Chemical Safety Awareness
- Pest Control Awareness
- 2018 IDCP Halal Assurance Seminar
- Basic Microbiology Seminar
- Standard Sanitation Operating Procedures
- Hazard Analysis and Critical Control Point
- 3M Food Safety Seminar and Excellence Award 2019
- Mandatory 8- Hour Safety and Health Seminar for Workers
- Sensory Evaluation of Foods – UPLB

## **REFERENCES**

*Available upon request.*

*I hereby certify that the above information is true and correct to the best of my knowledge and belief.*



**Charlene Mae R. Detera**  
Applicant

