



Ma. Lyka Bulalayao

Laboratory Analyst/QA Analyst

Profile

Project Coordinator with almost 3 years of experience in supervising team of field samplers, coordinating laboratory for incoming projects, and scheduling of sample collection. Having also experience in performing laboratory analysis specifically in micro. Highly organized and skilled in interpersonal communication.

Employment History

Project Coordinator at HiAdvance Philippines, Inc., Makati City

June 2018 - Present

- Responsible in reviewing incoming Chain of Custody of samples.
- Ensures the verification of data entry from log-in.
- Notifying the laboratory for incoming projects.
- Coordinate request for sample containers and other services to the laboratory personnel.
- Ensure timely and correct shipment of sample containers, including proper preservatives and instructions from clients.
- Maintain accurate records of sample container shipments.
- Act as liaison between the Project Manager and clients in respect to handling rush orders, resolving inconsistencies and problems with chain-of-custody- forms and routing of subcontracted analyses.
- Ensure client specifications are met by communicating project and assurance requirement to the laboratory.
- Report to the Department Manager on the activities, accomplishments, and other incident regarding operations, methods and equipments.

Education

BS Biology Major in Biotechnology, Rizal Technological University, Mandaluyong City

June 2014 – May 2018

Trainings and Seminars Attended

- **The 2017 ISO/IEC 17025, Makati City**
September 2019
- **Measurement Uncertainty from Sampling, Makati City**
February 2020

Internships

- **HiAdvance Philippines, Inc., Makati**
Microbiology Laboratory Analyst
April-July 2017
- **Mushroom Biotechnology Laboratory, Rizal Technological University, Mandaluyong City**
September – December 2017

Details

Address

5274A Van Burren St., Pio del Pilar,
Makati City

Mobile Number

09184617401

Email

lykabalalayao04@gmail.com

Skills

Leadership

Ability to Work under Pressure

Initiative and Problem-solving Abilities

Ability to work in a team

Proficient in Microsoft Office

Ability to work with minimal supervision