



MARY JANE DAQUE

OPERATIONS SUPERVISOR
BS CHEMICAL ENGINEERING
CHEMICAL ENGINEERING TECHNOLOGY



PERSONAL PROFILE

Competent Operations Supervisor who thrives in a Challenging fast paced High demand environment. Attributes outstanding work ethic and well-built leadership qualities. Highly skilled in communication, collaboration, and technical documentation. Applies critical thinking skill to solve operational difficulty and undertake process improvements.



HIGHLIGHTED SKILLS

- Process improvement strategies
- Goal oriented
- Sense of Diversity and Priority
- Strategic Planning
- Results Driven
- Multi-Tasking
- Team Building
- Willingness to learn



EDUCATION

Technological Institute of the Philippines
June 2016- March 21, 2020

Bachelor of Science in Chemical Engineering

Technological University of the Philippines
May 2013- June 23, 2016

Chemical Engineering Technology



CONTACT INFORMATION

Mobile phone : +639298750083

Email: maryjanedaque@gmail.com

Address: Taguig City, Metro Manila,
Philippines



WORK HISTORY

UDENNA ENVIRONMENTAL SERVICES INC. - Operations Supervisor
January 05, 2022 to Present

- Hands-on experience implementing operational processes
- Knowledgeable of operational principles and policies
- Team leadership Experience
- Evaluate Employee Performance
- Administrative and Project Management
- Supervise everyday working of department operating process and increase efficiency of workers for various growth oriented programs.
- Analyze all opportunities and recommend ways to improve efficiency and reduce costs.

PCT ENTERPRISE - QA Regulatory Affairs Officer
May 24, 2021 to December 30, 2021

- Establish information management system for regulatory affairs ensuring accuracy and document security.
- knowledgeable in regulatory guidelines to be followed prior and upon the importation of highly regulated products, QA Warehousing.
- Collaborate with different department and external resources including regulatory references that contribute to the completion of regulatory documents and requirements.
- Maintain sample tracking, Inventory and receives requisition form from Sales department and prepare sample product for clients.
- Conducts analysis of products prior to delivery for verification (Moisture content determination and pH analysis).

TRAININGS

- DOLE BOSH Safety Officer 2 - June 27 - July 01, 2022
- Oil Spill Awareness & Emergency Response Training - April 27-29, 2022
- Six Sigma White Belt - December 8, 2021
- DOLE BOSH Safety Officer 1 - December 2-3, 2021
- Use of Food Additives in the Food Processing Industry (DOST- Quezon Webinar) - October 01, 2021
- HALAL Training (HDIP) - August 24, 2021