

Tia Villegas Po

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**OBJECTIVE**

To acquire a job that will develop my confident and skills in working, and to become a productive individual in generating income. To help and promote the Company by having quality jobs out of my skills and ability.

SKILLS**Computer literate**

- Microsoft word
- Excel
- PowerPoint

Line Inspector

- Standard Control Inspector
- Defects Monitoring
- Downtime Monitoring

Machine Operator

- Product Analyst
- Container Inspector

WORK EXPERIENCE

Company: **Del Monte Philippines INC. (January 1, 2008 – Present)**

Address: Bugo, Cagayan de Oro City

Position: ***Standard Control Inspector***

Duties and Responsibilities:

- Observe Good Manufacturing Practices
- Insure Machine and Instruments are clean and sanitize before and after operation.
- Insure product analysis results are within specs before operation starts
- Monitoring downtime (line) and defects
- Conduct cleaning before leaving the work area

Position : ***Quality Assurance / Controller***

Duties and Responsibilities:

- Insure Machine and Instruments are clean, sanitize and calibrated before using
- Standardized reagents before using, log books monitoring
- Insure that product analysis are within specs before operation starts
- Monitoring product analysis
- Conduct cleaning before leaving the work area

EDUCATIONAL BACKGROUND

Tertiary: Xavier University – Ateneo de Cagayan
Course: Bachelor of Science in Psychology (2001 – 2004)
Corrales Avenue, Cagayan de Oro City
Secondary: Cagayan Capitol College (1994 – 1998)
Corrales Extension, Cagayan de Oro City
Elementary: Bugo Elementary School (1989 – 1994)
Bugo, Cagayan de Oro City

SEMINARS ATTENDED

- Good Manufacturing Practices (2008 – 2022)
- Quality, Food Safety and Ethical Standards (2020 – 2022)
- Food Defense (2020 – 2022)
- Cannery Security Awareness (2020 – 2022)
- Occupational Safety, Health and Environment (2020 – 2022)

AWARDS and RECOGNATION

- 5th Year Service Awardee at Del Monte Philippines Inc. 2013
- 10th Year Service Awardee at Del Monte Philippines Inc. 2018

REFERENCES

Mrs. Jhoanna Marie M. Moco	Department of Psychology (BS-Psych) (Xavier University – Ateneo de Cagayan)
Engr. Ronnel Duclayna	Takeda Pharmaceutical Company Los Angeles, California (+1 323-477-3337)
Mrs. Jeanette B. Sepe	QA Supervisor – Del Monte Philippines Inc. (+639335413925)
Mrs. Gemmalyn J. Badilla	QA Manager – Del Monte Philippines Inc. (+639265018571)

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

Tia V. Po

Applicant