

# Ronelyn J. Galano



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## Professional Summary

Seek to work in an environment that will challenge me further; while allowing me to contribute to the continued growth and success of the organization or company. Highly motivated and proactive individual. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution.

## Work Experience

### Microbiology Analyst

Dynast Cosmetics & Household Manufacturing Inc., Philippines , 04/2018-13/2021

- Inspection of incoming raw materials, finished bulks and finished goods. Performed physico-chemical test and biological test for raw materials. Perform daily microbial test of cosmetics product, raw materials, work-in-process and finished goods to check the quality of the items using conventional test method and automated test method. Prepared reagents, mixtures, and standard. Checked for out of specification (OOS) results. Retest the same sample for out of specification (OOS) results as per SOP. Monitored environmental parameters and water quality. Inspection and monitoring of cleaned equipments and machines in the production area before and after the shift/process. Entered data into the computer and prepare reports. Perform standardized tests using general laboratory equipment. Performs routine care of designated test equipment and work area. Create and revise forms, work instructions and SOP's with guidance. Follow policies and assists in the development of new procedures and or documents. Provide technical support for R&D for new product development. Marketing field support on product demo of household products such as alcohol, hand sanitizer, disinfectant and other hygiene products. Conducted environmental testing for clients when required or as scheduled, which allow them to monitor building and equipment cleanliness Make a scientific report in a way that the clients will be able to understand the results and explain to them the importance of cleanliness. Respects and maintains the confidentiality of information relative to the laboratory.

### Raw Material Analyst

Dynast Cosmetics & Household Manufacturing Inc., Philippines , 05/2018-13/2021

- Performed sampling and testing of raw materials before using in the production process according to Standard Operating Procedures.

### GOVERNMENT INTERN

DOLE - ILOCOS NORTE , Philippines , 08/2022-13/2022

- Prepares Obligation Request, Disbursement Vouchers, Purchase Order, Purchase Request of expenses in the office, Prepares Acceptance and Inspection Report of received office supplies and medicines and prepares a payroll of permanent staff. Help to encode, photocopy and print the documents/reports of other staff. Print prescription forms, admission forms, laboratory request forms and laboratory result forms. Input data being uploaded in the Vaccine Administration System to update their respective line list records for the Vaccine Certificate. Performed other functions as assigned by the Municipal Health Officer.

### Administrative Aide III - Clerk I

LOCAL GOVERNMENT UNIT OF PAOAY ILOCOS , Philippines , 01/2023- – Present

- Prepares Obligation Request, Disbursement Vouchers, Purchase Order, Purchase Request of expenses in the office, Prepares Acceptance and Inspection Report. Help to encode, photocopy and print the documents/reports of the staff. Print prescription forms, admission forms, laboratory request forms and laboratory result forms. Prepares Annual Procurement Plan and Project Program Management Plan. Performs other function as assigned by the Municipal Health Officer. Responsible in incoming emails letters and memos from different department. Maintain manual and computerized information filing systems. Type and proofread correspondence, forms and other documents. Plan and control budget and expenditures. Delegate work to

office support staff Assist in the preparation of operating budget and maintain budgetsry controls. Oversee and coordinate office administrative procedures.

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## **Education**

### **Bachelor of Science in Biology in**

Mariano Marcos State University , , , 06/2013 –  
07/2017

## **Skills**

### **Professional**

Strong ability to balance multiple priorities with excellent time management skills. Ability to change directions, remain flexible and respond quickly.

Working knowledge of 5S as applicable to any work environment. Can work under supervisions. Proactive, Results Oriented, Multitasking, Strong Interpersonal Skills.

Respects and maintains the confidentiality of information.

I know how to share my knowledge to others.

Readiness to acquire new knowledge and develop.

Teamwork and collaboration. Professionalism and strong work ethics. Computer literate. Leadership ability. Computer Literate

### **Technical**

Working knowledge of 5S as applicable to any work environment. Working knowledge of Good Manufacturing Practices as applicable to any work environment.

## **Languages & Other Interests**

Dancing Singing Meditation Adventure