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Jeffrey Lavina 

Jeffrey B. Laviña

Experienced Chemist adept in bringing forth 23 years of expertise in laboratory management operations, auditing, quality, and laboratory management systems (ISO 9001 and ISO/IEC 17025), laboratory safety, quality control, quality assurance procedures and testing. Equipped with a diverse and promising technical and management skill set. Proficient in various software used in the laboratory and sampling methodologies. Experienced with various classical wet chemistry tests and instrumental techniques in various matrices. Able to effectively self-manage during independent projects, as well as collaborate as part of a productive team.

Skills

- Quality Management System Auditing (ISO 17025 and ISO 9001)
- Quality Control
- Quality Assurance
- Laboratory Information Management Systems (LIMS)
- Laboratory Safety/ Risk Assessment Management
- Highly methodical in laboratory work
- Analytical Minded
- Laboratory Maintenance Expert
- Laboratory Method Validation
- Problem Solver

Experience

DEC. 2022 - PRESENT

QA Supervisor

Steel Asia Manufacturing Corporation - Meycauayan, Bulacan

- Close supervision of laboratory staff in support of the steel rolling mill manufacturing operations. Work for the accuracy of analysis and on time delivery of result to internal and external customer. Ensure that operational requirements are sufficiently available in coordination with QA Manager.
- Ensure accreditation of the laboratory to ISO/IEC 17025:2017 for physical, mechanical and chemical test parameters.
- Responsible in maintaining quality, clean and safety department in compliance with the company's Integrated Management Standard rules, procedures, and regulations. Ensure continuous support and adherence of all lab staff in all IMS programs and policies. Ensures the execution of quality standard procedures. Recommend if there are areas for improvement.

MAY 2022 – OCTOBER 2022

Laboratory Head Chemist

II-VI Performance Metals Inc. – Rosario, Cavite

- Close supervision of laboratory staff in support of the manufacturing operations and compliance to environmental regulatory requirements. Work for the accuracy of analysis and on time delivery of result to internal customer. Ensure that operational requirements are sufficiently available in coordination with QC Lab Manager.
- Responsible in maintaining clean and safety department in compliance with the company's EHS rules, procedures, and regulations. Ensure continuous support and adherence of all lab staff in all EHS programs for a better and safe work environment.

JULY 2021 – MARCH 1, 2022

Senior Project Leader

Gulf Laboratories Co. WLL – Doha, State of Qatar

- Provide leadership for project team by building and motivating team members to meet project goals, adhering to their responsibilities and project milestones
- Full project life cycle ownership: successful project delivery will include full implementation from initiation to deployment for one major or several minor initiatives simultaneously
- Manage all aspects of multiple related projects to ensure the overall program is aligned to and directly supports the achievement of strategic objectives
- Report on project success criteria results, metrics, test, and deployment management activities
- Work creatively and analytically in a problem-solving environment demonstrating teamwork, innovation, and excellence.
- Participate in establishing practices, templates, policies, tools and partnerships to expand and mature these capabilities for the organization
- Prepare estimates and detailed project plan for all phases of the project
- Procure adequate resources to achieve project objectives in planned timeframes
- Provide status reporting regarding project milestones, deliverable, dependencies, risks and issues, communicating across leadership
- Demonstrate a functional acumen to support how solutions will address client goals while maintaining alignment with industry best practices.
- Manage project scope and changes
- Participate and/or drive feasibility studies, vendor selections and proposals for evaluation by appropriate key stakeholders
- Support formal/informal schedules to manage the engagement contract
- Define the Statement of Work and Specifications for the requested goods and services
- Develop and manage all aspects of project and program engagement from planning, external vendor relationships, communications, resources, budget, change, risks and issues
- Set and continually manage project and program expectations while delegating and managing deliverable with team members and stakeholders
- Ensure that projects and programs are proceeding according to scope, schedule, budget and quality standards

JANUARY 2018 – JULY 2021

Chief Chemist/Chemical Testing Section Head Gulf Laboratories Co. WLL – Doha, State of Qatar

- Responsibility requires application of professional/managerial principles and judgment, within overall direction established by senior management.
- Coordinate the organization, staffing, and operational activities for the laboratory including process monitoring, quality assurance, laboratory safety, and system sampling programs; administer and supervise various sampling and analysis programs.
- Participate in the development and implementation of goals, objectives, policies, and priorities for assigned functions and programs; identify resource needs; recommend and implement policies and procedures.
- Direct, coordinate and review the work plan for the laboratory; meet with staff to identify and resolve problems; assign work activities and projects; monitor workflow; review and evaluate work products, methods and procedures.
- Respond to and resolve difficult and sensitive inquiries and complaints; provide general and technical information concerning laboratory analytical results.
- Maintain complete and accurate records of all tests performed in the Laboratory; prepare a variety of laboratory and operational report and files.

MARCH 2017 – DECEMBER 2017

Assistant Section Head – Chemical Testing Section Head Gulf Laboratories Co. WLL – Doha, State of Qatar

- Under general direction, to supervise, plan and coordinate the activities and operations of the chemical testing laboratory via close coordination with laboratory supervisor and senior chemists.
- Provide technical documents related to laboratory testing inquiries by various clientele of Gulf Laboratories Co. WLL
- Assist the Chief Chemist/Section Head in the efficient management of laboratory operations both in quality and safety aspects.
- Checking of laboratory data generated by the laboratory for accuracy.
- Conduct market research to make a feasibility study in deploying new analytical test methods in the laboratory.

OCTOBER 2, 2014 – MARCH 2017

QA/QC Senior Supervisor

Gulf Laboratories Co. WLL – Doha, State of Qatar

- Coordinates with different sections of the laboratory in the implementation of the existing Quality management system (QMS). Coordinates the day-to-day operations of the QMS and assist the Quality Manager in all aspects of its implementation. (ISO 9001 & ISO 17025). The position also serves as the management representative in third party (ISO 17025 and ISO 9001) and second party audits (Clients). Coordinates with clients in the execution of customer audits at the main laboratory and site laboratories. Coordinates with department representatives and Gulf Geotechnical site representatives in the timely closure of non- conformities.

- Serves as the lead auditor of the company. Performs internal audits at the laboratory, workshop, and site laboratories. Prepares the audit report and discusses with department representatives for the timely submission of corrective actions where applicable.
- Prepares and monitors the laboratory's performance indicators based on agreed quality objectives.
- Plans proficiency testing activities of all laboratories to assure quality of test results generated by the laboratory. Collaborates with various proficiency testing providers on the inclusion of the laboratory in the scheme.
- Training of all laboratory personnel in ISO 17025 and ISO 9001 (Awareness Training) principles.

Career Contributions:

1. Championed the creation of database uploading team as part of the requirement of Public Works Authority. Studied the requirements of the Public Works Authority and collaborated with them on how to effectively upload laboratory data in their system. Provided recommendations to the management to specifically put up a team to satisfy the requirement.
2. Created several report templates for quality control monitoring in the Physical Laboratory.
3. Championed the inclusion of the oil testing laboratory in the approved laboratory list of KAHRAMAA Transformer condition monitoring team. This includes understanding the test and manpower requirements of the team and subsequently setting up the various tests and accreditation to ISO/IEC 17025. This resulted to revenues for the laboratory as Gulf Laboratories is the only approved laboratory in Qatar.
4. Part of the team who was instrumental in the setting up of the food testing laboratory. I have collaborated with the team on the successful accreditation of the food testing laboratory to ISO/IEC 17025 under TL-912. Furthermore, the laboratory was successfully approved by the Ministry of Public Health (MoPH).
5. Worked with Schlumberger team on database query using excel calculator of the laboratory. This enables faster turnaround time in generating summarized laboratory results for data gathering.
6. Worked with client on the microbiological testing for soap bars and liquid soap. This resulted to a potential 5000-7000 QAR revenue on a monthly basis.

JULY 2008 – OCTOBER 2, 2014

Quality Assurance Laboratory Supervisor

SEA Area Expertise Analytical Laboratory – Wet Chemistry Section

Cargill Feed and Nutrition – Cargill Animal Nutrition

- Support quality assurance activities in the laboratory. Maintain and monitor all quality control systems, including daily reporting, verification systems (e.g., QC Control Charts, equipment calibrations, PM and proficiency programs), sampling procedures, analytical tests and procedures, documentation and reports, needed to assure that all raw materials taken in, and products are produced according to specified quality and food safety requirements. Monitor laboratory performance against external measures (e.g., collaborative study between laboratories).
- Assure compliance with customer and regulatory requirements. Effectively address customer analytical concerns. Evaluate the quality, coordinate, and monitor the preparation and sending of Certificate of Analyses, samples and other data as requested by various Southeast Asia NIR laboratories

- Coordinate the monitoring and evaluation of operational quality assurance control systems, maintaining accurate and pertinent information. Effectively communicate monitoring and evaluation results and procedures (e.g., Track re-analyses, analyze and report anomalies and trends for various satellite laboratories, internal and external clients.)
- Recruit and develop qualified personnel. Maintain pertinent job descriptions: define skills and performance standards for each technician (practical and communication skills). Develop and maintain and monitor orientation, training and refresher programs for technicians. Develop and monitor individual training plans for each direct report (QA Laboratory Analysts). Provide guidance and encouragement. Provide clear, actionable performance feedback to direct reports. Champion safety within the plant and laboratory.
- Support systems for continuous improvement (i.e., ISO 17025; GLP's and Laboratory EHS program). Support continuous improvement activities for the lab – application of new technology, equipment, systems.
- Perform miscellaneous job-related duties as assigned, including controlling the department's budget, purchasing supplies, disposal of waste through third party service providers.

MARCH 2007 – JULY 2008

**Officer in Charge (NIR Technologist) Near Infrared (NIR) Section
Cargill Feed and Nutrition – Cargill Animal Nutrition**

- Oversight functions of all Cargill NIR spectrophotometers (Philippine Operation) to ensure accurate and reliable NIR predictions. This position has working relationship on all NIR Operators on various sites to ensure proper execution of all NIR best management practices.
- Analysis of generated NIR calibrations against wet chemistry deviations to determine accuracy of the calibration. Expansion of calibration through identification of outliers.
- Sample management thru LIMS (Philippine Operation).
- Ensure that sampling procedure of raw materials and finished products are carried out by raw material checkers according to established procedures and may recommend changes as deemed needed.
- Training of all NIR operators on all best management practices with regards to NIR operations to ensure accurate and reliable results.
- Perform miscellaneous job-related duties as assigned (i.e., process improvement projects, development and modification of QC procedures and documents)

JULY 1999 – MARCH 2007

**Quality Assurance Laboratory Analyst
Wet Chemistry Section**

Cargill Feed and Nutrition – Cargill Animal Nutrition

- The primary responsibility of the Quality Assurance Laboratory Analyst is to ensure products meet or exceed customer requirements for quality and food safety. Assurance of product quality necessitates the chemist monitor quality assurance systems including instrumentation calibration, maintenance, cross-checks, methods, procedures, raw materials, food safety and training.
- Validation and modification of methods under study for inclusion in the routine analysis of the laboratory.
- Mycotoxin analyses (Aflatoxin, Zearalenone, Vomitoxin, Ochratoxin, Fumonisin, T2-HT2) using ELISA based techniques in raw materials and finished products.

- Microbiological analysis such as salmonella, yeast, molds, coliform, and E. coli using rapid test kits such as ISO Grid (HGMP), Petrifilm, Biocontrol and Neogen. Knowledgeable on various rapid test kits used in the food and feed industry.
- Preventive maintenance of instruments to prevent sudden breakdown. This includes minor checkup of instrument parts and makes any necessary recommendation as possible.
- NIRA (Near Infrared Reflectance Analysis) of raw materials and finished products to fast and accurate analytical result
- Hands on experience on the following instruments:
 - A. Atomic Absorption Spectrophotometer
 - B. LECO Elemental Analyzer (Combustion Method)
 - C. High Performance Liquid Chromatography System
 - D. Near Infrared Reflectance Spectrophotometer
 - E. UV-Vis Spectrophotometer
 - F. Fat Analyzers (Soxtec)
 - G. Fiber Analyzer (Fibertec and Ankom)
 - H. Polarimeter
 - I. Moisture Analyzers
 - J. Kjeldahl Protein Analyzer (Kjeldahl Method)
 - K. ISE (Ion-Selective Electrode) pH Meter

Career Contributions:

- 1 Championed the use of laboratory information management system (LIMS) in the laboratory. Collaborated with the various team on making trials runs and making recommendation on how to improve the workflow. This resulted to faster turnaround time of getting the laboratory results for formulation purpose. The laboratory is previously using excel based reporting and the data are manually encoded in the formulation system of Cargill. This work is tedious and requires more time to complete the report; with the LIMS in place data can be queried rapidly since all the data generated by the lab are encoded in the system
- 2 Successfully connected the laboratory information management system to the formulation system of Cargill. This enabled the Animal Nutritionist to get the laboratory data almost real-time since the laboratory data is encoded in the LIMS on a daily basis resulting to accurate formulation of feed ration.
- 3 Championed safety in the laboratory operation. Initiated laboratory safety manual as part of the undertaking of the first laboratory safety committee of Cargill Central Laboratory.

Education

MARCH 1998

Bachelor of Science in Chemistry
Centro Escolar University - Mendiola, Manila

Trainings

- Rolling Mill Theory and Management – Steel Asia Manufacturing Corporation
- Matrix Interference using Solid Phase Extraction Quechers - Romaro Corporation
- Awareness Course in ISO 17025:2017 – Excelledia Quality Consulting
- Awareness and Transition Course OHSMS ISO 45001 DNV GL
- Awareness Course in ISO 9001:2015 – DNV GL
- Awareness and Internal Auditing Course to ISO/IEC 17025:2005 (DAC-TR-O-002 – Dubai Accreditation Department
- Introduction to Uncertainty Calculation – In house training Gulf Laboratories Co. W.L.L /IAS.
- IRCA QMS ISO 9001 Lead Auditor Training Course – Excelledia Quality Consulting June 12 – 16, 2015
- Training on pathogen, indicator organism, membrane filtration, sanitation monitoring, allergen/histamine, drug residue, and mycotoxin testing at Neogen Biotechnology Plant – Michigan, USA Neogen Corporation
- Fundamentals of Management – Makati, Philippines Cargill Animal Nutrition
- 10th Eurasia Conference on Chemical Sciences (EuAs C2S-10) / Philippines Chemistry Congress Philippine Federation of Chemistry Societies (PFCS) – Manila, Philippines
- Introduction to Inductively Coupled Plasma-Mass Spectrometry Technique – Makati City, Philippines Edward Keller Philippines Inc.
- 22nd Philippine Chemistry Congress – Tagaytay City, Philippines Integrated Chemist of the Philippines (ICP)/ Philippine Federation of Chemistry Societies (PFCS)
- Global NIR Training Course – Pulilan, Philippines Cargill Animal Nutrition
- LA3L – Leadership Program – Baliuag, Philippines Cargill Animal Nutrition
- People Handling Skills – Makati City, Philippines Guthrie-Jensen
- Statistics with the use of JMP Software for Animal Feeding Studies- Pulilan, Philippines Cargill Animal Nutrition
- Testing/Calibration Laboratories Forum on BPSLAS Scheme-Makati City, Philippines Dept. of Trade and Industry – Bureau of Product Standards
- Introduction to the Uncertainty Measurements in the Metrology Laboratory – Pulilan, Philippines
- 20th Philippines Chemistry Congress- Baguio City Philippines Philippine Federation of Chemistry Societies (PFCS)
- Orientation Seminar on Environmental Laws and Management for Pollution Control Officers – Pampanga, Philippines: Environmental Management Bureau Region 3 /EPA
- Gabay: Strategic Supervision and Management – Pulilan, Philippines Salesman’s Centre Inc.
- Rapid Detection of Food Pathogens in Microbiology – Makati City, Philippines Merck Inc.
- ISO/IEC 17025:1999 The Standard for Laboratory Competence - Pulilan, Philippines Philippine Trade Training Center/Bureau of Product Standards

- 17th Philippine Chemistry Congress – Cagayan De Oro City, Philippines
Philippine Federation of Chemistry Societies (PFCS)
- Seminar-Workshop on Rapid Tests and Diagnostic Microbiology – Los Baños , Philippines
University of the Philippines – College of Veterinary Medicine

Certifications

- IRCA Accredited Lead Auditor for ISO 9001 – International Registry of Certified Auditors (IRCA)
- Licensed Chemist (PRC ID No . 008027) – Board of Chemistry, Professional Regulations Commission
- QC Kentei Pilot Test Grade 4 Certificate No. PH-Pilot-231-400009 – Japanese Standards Association & Union of Japanese Scientists and Engineers