



# KRISTINE AUDREY F. AGUILA

## Senior Quality Assurance Officer

Results-oriented and dedicated Senior Quality Assurance Officer with a comprehensive background and 5+ years of extensive experience in completing product inspections and quality checks, evaluating daily production activities, and managing new personnel. Great communicator accustomed to working in fast-paced team environments. Possess excellent problem-solving skills, highly professional attitude, and well-developed analytical abilities.

### CONTACT ME

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San Carlos, Lipa City, Batangas, Philippines, 4217

### EDUCATION

#### Bachelor's Degree in Biology

De La Salle Lipa  
2014-2018  
Lipa City, Batangas

### EXPERTISE

- Quality Assurance Knowledge
- Testing and Analysis
- Documentation and Reporting
- Attention to Detail
- Problem Solving and Troubleshooting
- Compliance and Standards
- Time Management and Organization
- Communication Skills
- Exposure to ISO 2200:9001
- SAP and G Suite

### CERTIFICATION

- DOST-Introduction to Sensory Evaluation  
September 2, 2022
- Halal HACCP Webinar  
June 30, 2021
- Understanding the difference between PRP, OPRP & CCP  
August 27, 2021
- Parasitology and Microbiology  
April 2018
- Fire Safety Precautions  
October 2016

### WORK EXPERIENCE

- Quality Assurance Specialist 2023- present  
CDO Foodsphere Inc., Malvar Batangas
- Senior Quality Assurance Officer 2021- 2023  
CDO Foodsphere Inc., Malvar Batangas
- Junior Quality Assurance Officer 2018- 2021  
CDO Foodsphere Inc., Malvar Batangas

#### Duties and Responsibilities:

- Conducts physico-chemical and sensory evaluation of raw material, work in – process and finished products to ensure that specifications and standards are met.
- Inline inspection/monitoring.
- Measuring and checking of finished goods (AQL) within the quality and standards.
- Conducting GMP verification audit.
- Conducts inline verification of weighing balances and thermometer.
- Evaluating and analyzing customer complaint.
- Assists RND related needs such as tests of product trials, reports for regulatory compliance/product registration renewal. Attends to technical-transfer and supports R&D's validation run.
- Identifies non-conformance and informs concerned areas for investigation, correction and preventive action.
- Applies uniform method of analysis consistently to ensure comparable, accurate and reproducible results.
- Conducts verification of laboratory equipment and updates history card of an instrument.
- Monitors inventories of supplies, laboratory glass wares, media powder and chemical reagents.
- Ensures proper maintenance, cleanliness and safekeeping of laboratory instrument, tools and utensils assigned.
- Maintain records and feedback results to concerned areas immediately particularly when results are out of standard.
- Ensures proper storage, handling and disposal of chemical reagents.
- Promotes and adheres to policies, procedures and instructions pertaining to Food Safety and Quality Management System.
- Complies with company safety-rules and Good laboratory practices. Uses proper PPE's to protect one and others.
- Assures implementation of standards stated in the HACCP Plan, Quality Plan and GMP.
- Assists in giving training and assistance to newly hired staff.
- Participates in the preparation and updating of Food Safety and Quality Plan.
- Conducts illumination light intensity, verification of area temperature and concentration of solutions.
- Participates on the organization multi-tasking requirements and support wide-range development of the organizational and committee/structure.
- Ensures confidentiality of QA and all records.
- Prepares report and filing of documents.
- Ensures that all laboratory equipment is maintained and calibrated.
- Conducted swabbing during General and Midweek Cleaning in Place using conventional and rapid test.

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

Kristine Audrey F. Aguila