

KIM JEREMAE P. SEMILLA

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Professional Summary

Analytical, insightful professional with a BS in Chemistry and 6 years of experience as a Laboratory Analyst and 1 year of experience as a Shift Supervisor in Iloilo City. Actively seeking a leadership role where I can grow and serve best.

Education

April 2013
Bachelor of Science: Chemistry

- Central Philippine University - Jaro, Iloilo City, Iloilo

Accomplishments

APR. 2014 CIVIL SERVICE EXAM PASSER (PROFESSIONAL)
OCT. 2019 CHEMICAL TECHNICIAN BOARD PASSER

Employment History

Jan. 2023 - Present San Enrique, Iloilo

Shift Supervisor-Developmental Assignment, Universal Robina Corporation-Sugar and Renewables

- Supervises all activities of the department and inspects different stations such as crusher laboratory, control turntable, truck registration, scale houses and sampling points.
- Caries out the general supervision of general procedure for accurate sampling, analysis and monitoring of all parameters of milling operation.
- Supervises regular calibration and effective maintenance of laboratory equipment, truck scales and factory scales under the department's control.
- Consolidates necessary data from the different department to be used in the preparation of factory reports as basis for evaluation of factory performance.
- Plans and applies corrective measures to non-conformities encountered by the department.
- Checks the hourly tonnage of cane milled and corresponding individual planter production.
- Reviews and accomplished Billing for Third Party Service Providers.
- Processes all external calibration and compliance certificates of the department.
- Adheres to cGMP and GLP requirements.

Oct. 2019 – Jan. 2023 San Enrique, Iloilo

Laboratory Data Custodian/Quality Assurance Analyst, Universal Robina Corporation-Sugar and Renewables

- Monitors and directs the crusher juice helper in the correct sampling of crusher juice.
- Executes the analysis of crusher juice and computes for the Lkg/TC and KM/TC.
- Operates and handles carefully the automatic refractometer and saccharomat.
- Counterchecks results of synchronization of crusher-turntable sampling system with association representative.
- Submits to QA Supervisor results of analysis.
- Informs Shift Supervisor of all non-conformities in the analysis for immediate corrective action.
- Maintains cleanliness of equipment and glassware used in the analysis and directs crusher laboratory helper in maintaining orderliness in the working area and its surroundings.

- Processes all external calibration and compliance certificates of the department.
- Assumes the responsibilities of the Laboratory Data Custodian.
- Reviews and accomplished Billing for Third Party Service Providers.
- Adopts and applies the guidelines and requirements of cGMP (current good manufacturing practices and QMS (quality management system).
- Adheres to cGMP and GLP requirements.

Sep. 2018 – Oct. 2019 San Enrique, Iloilo

Laboratory Analyst/Data Custodian, Universal Robina Corporation-Sugar and Renewables

- Organize and preserve records, documents and objects as necessary.
- Locate new materials and direct their acquisition and display.
- Develops and maintains work/shifting schedule for the QA department
- Maintains material supply levels, assists with equipment selection and facilitates purchase requests, material reservation and other material control related processes of the department
- Validates third party and contracted services and facilitates documentation for payment within approved service level agreement.
- Prepares certificates of calibration, analysis and inspection.
- Duly prepares daily/weekly milling reports for distribution to other departments and prepares summary reports for presentation to middle and top management during management review and management committee meetings.
- Assures proper documentation, safekeeping, maintenance, filing and updating of master list of controlled documents and records for the QA department.
- Prepares sugar and molasses samples along with pertinent documents for sending to SRA every weekend and quarterly cut-off.
- Cross trained to perform supervising and conducting laboratory analysis in one or more areas such as crusher, in-process and control area for raw material, product and by-products.
- Adheres to cGMP and GLP requirements.

Apr. 2017 – Jul. 2018 Iloilo City, Iloilo

Laboratory Analyst, Department of Environment and Natural Resources - Environmental Management Bureau

- Analyze coastal water, waste water and establishment's water samples.
- Maintain laboratory instruments to ensure proper working order and troubleshoot malfunctions when needed.
- Conduct quality control test including physico-chemical and microbiological parameters.
- Prepare test solutions, compounds, or reagents for laboratory personnel to conduct tests.
- Monitor and action maintenance of equipment.
- Prepares Certificate of Analysis to customers.

Feb. 2015 – May 2016 Iloilo City, Iloilo

Customer Service Representative, Hinduja Global Solutions, Inc.

- Confer with customers by telephone or in person to provide information about products or services, take or enter orders, cancel accounts, or obtain details of complaints.
- Keep records of customer interactions or transactions, recording details of inquiries, complaints, or comments, as well as actions taken.
- Listen to customer requests, referring to alphabetical or geographical directories to answer questions and provide telephone information.

Jun. 2013 – Mar. 2014 Pavia, Iloilo

Laboratory Analyst, Western Visayas Laboratories, Inc.

- Analyze coastal water, waste water and establishment's water samples.
- Maintain laboratory instruments to ensure proper working order and troubleshoot malfunctions when needed.
- Conduct quality control test including physico-chemical and microbiological parameters.
- Prepare test solutions, compounds, or reagents for laboratory personnel to conduct tests.
- Monitor and action maintenance of equipment.
- Prepares Certificate of Analysis to customers.

Skills

Use of MS Applications

S4 Hana Proficient

SAP Proficient

Core Competencies

- Customer Service
- Problem-Solving
- Emotional Intelligence
- Team work and Communication
- Ability to work independently and as part of a team
- Strong attention to detail
- Creativity
- Time Management
- Lifelong Learning
- Resilience
- Intercultural Competence