



JANEL MARGARET LABTIC

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Summary

Highly-motivated employee with packaging expertise, customer service, project management and manufacturing and quality experience with desire to take on new challenges. Strong work ethic, adaptability and interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

Skills

- Research and Development
- Documentation and recordkeeping
- Microsoft Office
- Basic SAP knowledge
- Good work ethic
- Friendly, positive attitude
- Written and oral communication skills
- Decision-making
- Team player mentality
- Decision-making

Experience

SGS & Co Manila | Iloilo, Philippines
Project Manager 2
07/2023 - Current

- Under the Project Management Department
- Assigned to Coca-Cola projects
- Responsible for inputting data of projects from start to finish
- Communicates with clients on status, queries and tasks needed
- Conducted regular status meetings with internal teams and external partners to track progress against established milestones.
- Drafted reports summarizing progress made on projects for review by executive leadership team.
- Maintained records of all documents related to each project including specifications, change orders, invoices.
- Coordinated resources across multiple departments and teams as needed for successful completion of projects.
- Managed multiple projects with competing deadlines simultaneously.
- Created and implemented processes to ensure successful completion of projects.
- Focused on project monitoring and management by developing forecasts and tracking expenses.

Refinette Cosmetics Manufacturing Corporations | Bulacan, Philippines
Packaging Specialist
06/2022 - 06/2023

- Under the Technical Services Department
- Monitored performance for adherence to procedures, safety rules and quality standards during pilot production runs of projects.
- Examined and inspected containers, materials or products to meet quality specifications either company sourced packaging or client provided.
- Communicated coworkers and interlinked departments about analysis results.
- Performed testing to determine functionality or optimization of packaging.
- Created accurate project specifications, documenting in technical manuals.
- Supported Quality Management team in implementing corrective actions to increase quality.
- Performed root cause analysis for detected faults and developed corrective actions.

A1+ Multinational Packaging Corporation | Quezon City, Philippines
Account Executive
01/2022 - 06/2022

- Monitored projects, development, testing and approval before production run
- Incharge of new product development needs of clients, costing proposals and daily reports of to management on status of on-going, new and potential projects.
- Gathered company and contact information to compile data for current and potential customers.
- Used excellent verbal skills to engage customers in conversation and effectively determine needs and requirements.
- Listened to customer needs to identify and recommend best products and services.

Licton Industrial Corporation |
Valenzuela City, Philippines
Sales and Marketing Officer
01/2020 - 12/2021

- Worked closely with clients to identify needs and challenges and provided solutions-oriented campaign themes.
- Evaluated leads obtained through direct referrals, lead databases and cold calling.
- Resolved customer complaints regarding sales and service.
- Monitored product development of products
- Monitored production run and approval of projects during set-up
- Assisted in encoding sales orders in SAP
- Assisted in making product specification sheets for new orders

Licton Industrial Corporation |
Valenzuela City, Philippines
Quality Control Inspector
07/2019 - 01/2020

- Assigned in quality checking of incoming raw material and outgoing product
- Examined products and materials for defects or deviations to remove or discard non-conforming items.
- Documented inspection results by completing reports and logs and summarizing and entering data into quality database.
- Trained newly hired employees by explaining company procedures, job duties and performance expectations.
- Inspected, tested and measured materials for conformance to specifications
- Notified supervisors or other relevant personnel of test or production issues.
- Compared product and materials colors, shapes, textures and grades with predetermined templates.
- Conduct quality inspection of products during production run

Licton Industrial Corporation |
Valenzuela City, Philippines
On the Job Trainee
06/2018 - 03/2019

- Assigned in Quality Management and Control Department
- Worked alongside senior team members to learn related job tasks and roles.
- Handled basic issues and problems under direct supervision, escalating more complex issues to appropriate staff.
- Shadowed managers and senior employees to gain experience, noting down observations.
- Entered and filed documents and records into system.

Education and Training

Central Philippine University | Jaro Iloilo City
Bachelor of Science in Packaging Engineering
04/2019

- Loyalty Awardee

Central Philippine University | Jaro Iloilo City
High School Diploma
03/2014

- Special Science Class
- Graduated with honors

References

- **ENGR. BERNIE CANGREJO**

Packaging Engineering Department Head, College of Engineering,
Central Philippine University
09205608980

- **ROSELLE CRUZ**

Former Sales Coordinator
Licton Industrial Corporation
09272900759

- **JOVELLE MACARIO**

Former Account Executive
A1+ Multinational Packaging Corporation
09192211321

- **LEUMEL RENZO PANAGUITON**

Packaging Specialist
Refinette Cosmetics Manufacturing Corporation
09557112154

- **REKZY DAWN CASTOR**

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