PRINCESS RAYA TOLEDO

Virtual Assistant/RnD Chemist/Safety Officer
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PROFILE

Experienced Research and Development Chemist with a diverse professional background across a variety of fields. Now, as a Virtual Assistant, I bring a unique combination of technical expertise, instructional skills, and customer-centric experience. In my career, I've been able to navigate smoothly across different industries and roles. With my experience as a former Safety Officer, I prioritize precision and attention to detail. It is my passion to excel in challenging environments and adapt quickly to situations and obstacles necessary for a company to succeed.

SKILLS

- Proficient in Total Productive Maintenance (TPM) methodologies
- Skilled in Kaizen Methodologies
- Proficient in 5S methodology, with experience in implementing and sustaining workplace organization initiatives to improve efficiency and safety.
- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Can handle different laboratory equipment

WORK EXPERIENCE

Freelancer, Laguna, Philippines - *Virtual Assistant*
JUNE 2021 - PRESENT

- Provides clients with seamless administrative assistance to ensure smooth workflow
- Schedules posts and manages social media accounts as needed
- Proactively manages and enhances the digital footprint, fostering meaningful interactions and cultivating an engaged online community
- Maintains and updates databases, ensuring accuracy and accessibility of information
- Creates and manages spreadsheets for efficient data tracking and analysis
- Providing Customer Service by responding to inquiries and addressing customer concerns promptly and professionally

CDI Sakata INX Corp, Muntinlupa City, Philippines - *RND Supervisor/Safety Officer*
JUNE 2008 - JANUARY 2016

- Developed and improved new and existing products. Evaluated materials and processes.
- Scheduled and managed requests for color matching and ink samples.

- Property custodian of Gas Chromatography equipment and its peripherals and perform GC Analysis as needed.
- Attended technical meetings with customers and suppliers.
- Assisted the QA/QC team and ensured that the products adhered to the quality standards
- Led Kaizen projects within the Total Productive Maintenance (TPM) framework, emphasizing safety, health, and environmental goals to achieve zero accidents and zero incidents.
- Implemented TPM (Total Productive Maintenance) strategies with a strong focus on safety protocols, conducting risk assessments and hazard analyses to identify and prevent potential workplace hazards.
- Conducted regular inspections and assessments of workplace areas to evaluate compliance with 5S principles (Sort, Set in Order, Shine, Standardize, Sustain), identifying opportunities for improvement and corrective actions.
- Facilitated safety seminars and training sessions.
- Performed internal audits in accordance with ISO 9001:2008 standards.

Our Lady of Fatima University, Valenzuela City, Philippines - *College Instructor for Math/Physics*
JUNE 2006 - MARCH 2008

- Instructed College Algebra with Trigonometry, Physics, Statistics and Business Math.
- Handled Physics laboratory class.
- Provided quality instructions at all times.

Crescent Services Pty Ltd, Makati City, Philippines - *Card Specialist*
JANUARY 2005 - MAY 2006

- Provided customer service to clients of Citibank Australia.
- Performed sales leveraging
- Maintained Key performance Metrics such as Attendance, Adherence, Quality and Sales.

EDUCATION

Mapua University, Manila, Philippines - *MS in Environmental Engineering*
JUNE 2006 - MARCH 2008
Units earned

Mapua University, Manila, Philippines - *BS in Chemical Engineering*
JUNE 1998 - OCTOBER 2003
College Diploma

CERTIFICATIONS

- BOSH Certified Safety Officer
- Civil Service Exam - PPT Professional Level