

ESTRELLA ALCANTARA SARMIENTO

1188 Ambulong, Tanauan City, Batangas

Email: imellasarmiento@gmail.com

Contact No.: 0977-330-8178

CURRENT POSITION: GBS Technical Reviewer

COMPANY: SGS Global Business Services Asia, Inc.

DATES: January 2022 to Present

PROFESSION: Internal Quality Auditor for Quality Management System / Occupational Health and Safety Management System

EDUCATION: Bachelor of Science in Industrial Engineering, 2013

PROFESSIONAL DEVELOPMENT

- KN GBS Technical Reviewer Training (1st Module), SGS GBS Asia Inc., February 14 -18, 2022
 - KN GBS Technical Reviewer Training (2nd Module), SGS GBS Asia Inc., March 9, 2022
 - IQA Refresher Course, City Government of Tanauan, August 25, 2021
 - Fire Safety Orientation, DOLE – OSHC, August 18, 2021, 1 day
 - Emergency Preparedness for Workplace Setting, DOLE – OSHC, July 23, 2021
 - Safety and Health at Work Webinar on the Occupational Safety and Health Standard for the Public Sector, DOLE – OSHC, April 26, 2021
 - Basic Occupational Safety and Health Training for Public Sector, DOLE – OSHC, January 25 - 29, 2021, 5 days
 - CQI & IRCA Certified ISO 9001:2015 Lead Auditor (Quality Management Systems) Training Course, Neville Clarke, April 23 - 27, 2018, 5 days
 - Hazard Analysis and Critical Control Points (HACCP), DTI – PPTC, April 19 -20, 2018, 2 days
 - Understanding the Current Good Manufacturing Practices (cGMP), DTI – PPTC, October 25 - 27, 2017, 3 days
 - Basic Occupational Safety and Health Course, World Safety Organization, August 21 - 25, 2017, 5 days
 - Loss Control Management Course, World Safety Organization, July 10 - 14, 2017, 5 days
 - ISO 9001: 2015 Quality Management System Transition Awareness, Canon Business Machines Philippines, March 13-14, 2017, 2 days
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PROFESSIONAL EXPERIENCE

January 3, 2022 – Present

SGS Global Business Services Asia – GBS Technical Reviewer

Alabang, Muntinlupa, Metro Manila

- Responsible to check that ISO 9001 audit report packs comply with all relevant requirements
- Responsible to verify that the audit has been conducted in accordance with all SGS procedural requirements, including team competence, audit time spent, structure of audit plan etc. and to

confirm that the output of the audit is technically appropriate and adequate to support the recommendation of the audit team

November 23, 2020 – December 31, 2021

**CITY GOVERNMENT OF TANAUAN - Human Resource Management Assistant
Tanauan City, Batangas**

- Supports the maintenance and implementation of the City Government's Quality Management System (ISO 9001:2015)
- Established the Safety and Health Policy and Programs for the City Government of Tanauan.
- Promotes awareness and implementation of Occupational Safety and Health Programs through safety trainings/awareness and safety inspection.
- Support the 5S committee in the implementation and maintenance of 5S within the City Government
- Incident Command System/Emergency Operation Center Secretariat (Taal Volcano Eruption)
- Prepares related Human Resource memorandum, proposals and letters

February 18, 2019 - June 30, 2019

**PEOPLE SUPPORT LABOR SERVICE COOPERATIVE - Store Quality Auditor - Philippine Seven Corporation
Mabalacat, Pampanga**

- Conducts a comprehensive on-site auditing covering the requirements of the checklist provided by Philippine Seven Corporation
- Prepares detailed, accurate and timely completion of audit report presenting the findings, conclusions and recommendations
- Plans and monitors store audit schedule
- Conduct training and supervision to Store Quality Auditors
- Communicates with Philippine Seven Corporation all deliverables

June 13, 2019 - June 15, 2019

**ASIAN SPORTS APPAREL PHILIPPINES INC. - Safety and Health Consultant
Clark Pampanga**

- Provided on-site safety and health support throughout the audit stage

June 5, 2017 - February 15, 2019

**WEBB FONTAINE ASIA, INC. - Quality Supervisor and Administrator; Safety and Health Chairman
Ortigas Center, Pasig City**

- Ensures the formulation, maintenance and implementation of the Company's Quality Management System (ISO 9001:2015), Occupational Health & Safety Management System (OHSAS 18001:2007) & Inspection Body Accreditation (ISO/IEC 17020:2012) in accordance with the specified standards as well as other applicable local and international system regulations
- Reports to top management on the performance and any need for improvement of the systems stated in item no.1

- Plan and execute internal audit programme based on the requirement of the Quality Management System (ISO 9001:2015), Occupational Health & Safety Management System (OHSAS 18001:2007).
- Conduct accident investigation, prepare incident reports, and make recommendations.
- Review and update the company's HIRAC Registry based on the conduct of safety inspection.
- Spearhead the conduct of regular safety inspection in the workplace.
- Ensures that the company's objective to create awareness of our customer requirements among all staff members is carried out
- Collaborates with all Unit Heads and Staff and provide support to internal functions relevant to the implementation, enforcement and improvement of the implemented systems in general and in the section specific process
- Assist in the investigation of issues related to the implementation of the standards stated in item no.1
- Coordinates with the management & staff all activities related to the implementation of the standards stated in item no.1
- Prepares periodic Quality Assurance Report
- Manage & monitor conduct of necessary and continual trainings relevant to promoting and ensuring compliance to the standards
- Provide general administrative support to the Commodity Inspection and Testing Services Department
- Support BPS-DTI ICC Inspection
- Manages inventory of inspection & testing instruments and equipment
- Manages storage facilities and keeps them within
- Supervise overall operation of Store Quality Audit

June 10, 2013 - June 2, 2017

CANON BUSINESS MACHINES PHILIPPINES - Quality Assurance Engineer

Tanauan City, Batangas

- Certified ISO 9001 Internal Auditor
- Ensures the formulation, maintenance and implementation of the Department's Quality Management System (ISO 9001) and Safety and Health programs and activities.
- Support the conduct of monthly safety patrol inspection within the Quality Assurance Division and report to the Division Head on the performance and any need for improvement found during the safety inspection.
- Manage and conduct periodic supplier audit and supplier guidance
- Conduct supplier's quality improvement activity
- Understanding the drawing, conduct parts measurement and incoming inspection of supplied parts
- Create measurement standards and investigation
- Conduct quality improvement activities and data analysis
- Make job report and inspection reports
- Coordination and follow-up with various suppliers during defect occurrence
- Implement measurement equipment control
- Support for sorting during defect occurrence
- Support new product start-up activity
- Operator guidance on day to day inspection activities