

BEA BALAGON – PUYAT

Mobile: (+63) 919 434 1632 | Email: beabalagon101@yahoo.com

Address: San Roque, Bauan, Batangas



Passionate and hard-working professional with 5 plus years of experience in relation to Quality, Health & Safety and Environment (QHSE) field.

E Education

BACHELOR OF SCIENCE IN INDUSTRIAL ENGINEERING

Batangas State University,
Philippines
2011 – 2016

S Skills

Interpersonal and communication
Risk assessments
Workplace safety
Quality control management
Workflow development
Time & study motion
Process flow improvement
Basic instrument handling (*Caliper, Micrometer, Keyence Vision Machine*)
Administrative and documentation
Microsoft (*Word, Excel, PowerPoint, Visio*)

S Software

Basic SAP
NPAWorks, NPAGo
Datafinch Technologies – Catalyst

W Work Experiences

QUALITY CONTROL (QC) COORDINATOR

Behavior Education Services Team (BEST) – California (Remote)

Mar 2023 – Aug 2023

- Assist VP for Operations with tasks for all audit procedures and processes (Audit Activity in NPA and Catalyst for Payroll, Exit Client, Exit Staff and Funding Source Requirement)
- Recognize and identify audit related findings / issues and promptly notify concerned department(s) and/or clinical team member
- Communicate with the responding clinical department to obtain detailed responses to audit findings on time
- Assist clinical department in audit procedures
- Communicate routinely with the VP for Operations regarding audit progress, issues, other departmental work timelines, priorities, etc.
- Perform regular inspections and reviews to ensure staff adheres to policies and procedures
- Maintain records for audit activities. Ensure all QC Audit documents are properly filled, timely checked, and controlled in a manner to be easily retrieved when needed during payroll process
- Ensure all QC related documents are treated with utmost confidentiality and in compliance to *Health Insurance Portability and Accountability Act (HIPAA)* standard requirements
- Participate in multi-department meetings for workflow coordination
- Undertaking any other duties for QC department as required by the management, for which training has been provided

QUALITY, HEALTH, SAFETY & ENVIRONMENT (QHSE) CONSULTANT

Orient Management Consulting and Training (OMCT) – Abu Dhabi, UAE

Feb 2020 – Sep 2022

- Working with different entities from different industries in developing their Occupational Safety & Health Management System (OSHMS) documents for Sector Regulatory Authority approval.
- Updating the entities management system documents to comply to Abu Dhabi Occupational Safety & Health System Framework (OSHAD SF) requirements
- Providing consultancy services in the development OSHAD SF documents
- Conduct work site inspections to verify entities compliance to the Abu Dhabi standard rules and regulations. Ensure propose required changes are implemented

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Address: San Roque, Bauan, Batangas

P Personal Details

NATIONALITY

Filipino

AGE

28 years old

CIVIL STATUS

Married

O On-the-Job (OJT) Training

Operations Department – Production Planning

Mitsubishi Hitachi Philippine Inc., Philippines

Apr 2016 – July 2016

- Monitors daily output of operators
- Conduct time study on operators to set new standard time and forecast daily output
- Welding inspection on Panel accessories

R References

Joe Edilbert Reaben

QHSE Manager

Orient Management Consulting and Training

(+971) 55 6159849

Michelle Escaro

IQC Supervisor

Brother Industries (Philippines) Inc.

(+63) 998 380 2444

INCOMING QUALITY CONTROL ENGINEER

Brother Industries (Philippines) Inc. – Manufacturing

Jul 2017 – Jan 2020

- Conduct time study to establish standard time on every process
- Prepare detailed work instructions of inspection processes
- Monitor and take action to attain/met the established KPIs
- Manages manpower allocation and applies work maximization
- Ensure materials / parts are complying based on required standard specifications before delivering to main production line
- Prepare reports on identified nonconformities products/materials and raised during departmental meetings
- Meet suppliers to verify corrective actions taken on the return non-conformity products
- Handle and supervise manpower trainings and competency
- Executed daily management activities, including determination of possible hazards and apply improvement for the work efficiency

QUALITY ASSURANCE STAFF

Famous Secret Precision Machining Inc. – Philippines

Sep 2016 – Feb 2017

- Ensure raw materials / parts are complying based on required standard specifications before using to production line
- Conducting in-line inspection to control / detect production of non-conformity products
- Checking of measurements/specifications of products & materials prior to next process
- Inspection of outgoing products (packaging, quantity, appearance)
- Checking of daily outputs
- Trained in basic measuring instruments (*e.g., caliper, micrometer*)

C Certificates

Development of Occupational Safety Health Management System & Abu Dhabi Public Health Center Requirements for High-Risk Entities

Abu Dhabi, UAE. – Virtual Awareness Session

March 2022

OH&S Management System (ISO 45001:2018)

Lead Auditor Training

KBS Certification Services Pvt. Ltd. (CQI | IRCA Approved Training Partner)

April 2021

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ISO 19011:2018 Guidelines for Auditing Management System for ISO14001 and ISO45001 Training

*Brother Industries (Philippines) Inc. - External Training
48-hour training course - TUV Nord Philippines Inc.
July 2019*

T Trainings

Abu Dhabi Occupational Safety and Health System Framework (OSHAD-SF) Awareness Training

Orient Management Consulting and Training – Internal Training

Quality Management System (ISO 9001) Awareness

*Brother Industries (Philippines) Inc. – Internal Training
Dec 2017*

OH&S Management System (ISO 45001) Awareness

*Brother Industries (Philippines) Inc. – Internal Training
Nov 2018*

Environmental Management System (ISO 14001) Awareness

*Brother Industries (Philippines) Inc. – Internal Training
June 2019*

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


Bea B. Puyat