



QUEENIE JOY GAYLE C. ALBURO



Work Experience

LGU - Villaba, Leyte

July 2022 - Present

Administrative Aide

- Performs a variety of office support and/or secretarial duties for the department, such as composing a variety of standard documents and correspondence, relaying and resolving routine telephone and/or walk-up inquiries, scheduling calendar items and meetings, making travel arrangements, processing forms, performing data entry, and establishing and maintaining records; edits and proofreads documents to ensure accuracy.

Villaba Polyclinic - EVMC Extension

March 2021 - June 2022

Clerk

- Assist physicians in OPD consultations; assessment of patients' clinical condition prior to consultation; vital signs taking; maintains the proper storage of medicines and medical equipment; assist in drafting and preparing office communications, reports, vouchers, and other related matters; and performs other related functions as may be assigned.

Ahya Coco Organic Food Manufacturing Corporation (Davao City)

April 2016 - May 2016

Microbiology Analyst

- Responsible for ensuring that processes are in accordance with set standards by checking products for microbial contaminants; collects samples from finished products, equipment, and raw materials; prepares culture agar and other microbial media; grows microbe cultures; documents daily microbial growth; validates microbial presence by identifying species of microbes from positive growth colony; identifies and analyzes the root cause of contamination and implements necessary actions; performs daily laboratory and equipment sanitation and material's sterilization; carries out equipment and materials inventory; conducts microbial tests to company's newly hired personnel before endorsing them to the processing area; communicates with other quality assurance departments for effective planning and implementation.

Princess Jolliant Corporation (Davao City)

July 2015 - February 2016

Quality Assurance Staff

- Responsible for assessing the quality of raw materials; ensures that the finished products are of prescribed quality; checks and calibrates equipment daily; documents production quality control activities; performs production materials inventory; identifies and analyzes the root cause of production problems and implements corrective and preventive actions; plans and organizes training activities related to food quality and food safety; plans and carries out monthly water quality assessment, monthly pest control operations, and annual product microbiological tests; coordinates with suppliers and third-party partners; resolves product quality problems from the clients.



Contact



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Career Objectives

To obtain a career that will utilize and develop my skills and knowledge to be globally competitive in the field of work.



Education

University of Southeastern Philippines

2015

Bachelor of Science in Biology

University of Mindanao

2011

Bachelor of Science in Nursing, Undergraduate

Villaba Vocational High School

2008

Valedictorian

Villaba South Central School

2004



Skills

- Computer Literate
- Computer and Accessories Basic Troubleshooting
- Good Communication Skills