



# MYLENE BASTO

## CONTACT ME

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📍 Zone 4, Brgy. Patag,  
Baybay City, Leyte  
Philippines

## EDUCATION

**Bachelor of Science in Biology  
major in Ecology**

Leyte State University

Visca, Baybay City, Leyte,  
Philippines

2011 - 2015

## SKILLS

- Interpersonal skills
- Team working skills
- Analytical skills
- Aseptic Technique
- Work under pressure
- Attention to detail
- Time Management
- Adaptability
- Communication skills

## WORK EXPERIENCE

**QC Microbiology Analyst**  
Growrich Manufacturing Inc.  
Caloocan City, Metro Manila

**April 2018 – Present**

Duties and Responsibilities:

- Performs Microbiological Analysis (Microbial Limit Test, Growth Promotion Test, Environmental Monitoring, Biochemical Test Analysis).
- Develops, implements and continuously improve the system, procedures and record keeping necessary for the organized and efficient receipt of samples for microbiological testing.
- Troubleshoots the irregular results generated in the laboratory and performs testing in support of OOS.
- Accurately, preparing, maintaining, and communicating micro results, reports and trends to the Quality Manager, and other team members as required, and in timely manner.
- Following all lab safety requirements, including cGLP's and cGMP's. Performs proficiency testing on a regular basis and maintaining passing results.

**Junior Analytical Development Analyst**  
Lloyd Laboratories Inc.  
FBIC, Malolos City, Bulacan

**July 2017–April 2018**

Duties and Responsibilities:

- Conducts analysis of sample from ARTS-Formulation Group.
- Ensures that test required for developed products assigned are carried out and documentation requirements necessary for each analytical method development are fully met.

**QC Laboratory Analyst**  
Amherst Laboratories Inc.  
Unilab Pharma Campus, Binan City, Laguna

**July 2012–July 2013**

Duties and Responsibilities:

- Performs simple and complex Physico-chemical analysis in process and finished product as per documented analytical procedure.
- Monitors calibration and maintains laboratory instrument to assure reliable performance of the instrument and accuracy of test results.
- Provides input in the resolution of technical problem. Implements cGMP, cGLP and Standard Operating Procedures.

**QC Microbiology Analyst**  
Amherst Laboratories Inc.  
Unilab Pharma Campus, Binan City, Laguna

**November 2010–July 2012**

Duties and Responsibilities:

- Coordinates and performs environmental monitoring of manufacturing areas.
- Responsible for the proper manner of conducting all microbiological and biological test on raw materials, in process and finished products, water and environment.
- Accountable for the maintenance of test cultures for microbiological analysis.
- Assisted in preparing media, reagents and materials as needed for laboratory testing.

**QC Microbiology Analyst**  
La Croesus Pharma Inc.  
Binan City, Laguna

**July 2008–July 2010**

Duties and Responsibilities:

- Performs microbiological and Physico-chemical testing of raw materials, process water, in-process, finished goods and trial batch samples.
- Responsible for the proper storage and handling of media, reagents, In-house and USP Standards, laboratory glassware and equipment.
- Maintains culture reference microorganisms.
- Prepares and updates work instructions.

**Sales Associate**  
Gaisano Fiesta Mall  
Talisay City, Cebu

**July 2006–December 2006**

Duties and Responsibilities:

- Provides exemplary customer service by portraying a gracious, friendly and engaging manner.
- Effectively handled all customer requests, ensuring professional and prompt customer service.
- Operated point-of-sale systems, processing sales, refunds, and exchange.

**Credit Clerk**  
Gaisano Fiesta Mall  
Talisay City, Cebu

**November 2005–April 2006**

Duties and Responsibilities:

- Work closely with the accounting department to make sure the correct invoices were cleared with the appropriate customer payments.
- Performs other job-related duties as assigned.
- Assisted Supervisor and Credit Executive in daily duties.
- Handles other special projects as assigned.

## REFERENCES

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**Mr. Albert E. Eradio**  
Executive Assistant to the President  
Growrich Manufacturing Inc.  
Lot 10,Block 29, Alibangbang St.  
Brgy.179, Amparo Village,Caloocan City  
**Phone:** +63 927 876 2468

**Mr. Ronni A. Almoguera**  
Production Supervisor  
Growrich Manufacturing Inc.  
Lot 10,Block 29, Alibangbang St.  
Brgy.179, Amparo Village,Caloocan City  
**Phone:** +63 961 992 1071

**Ms. Rowela S. Toledo**  
MMD Supervisor  
La Croesus Pharma Inc.  
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