



**GRACE PIAMONTE CALVEZ**

Brgy. Gabas, Baybay City, Leyte, 6521 Philippines

Mobile: +639-268324350

E-mail: [rael\\_gian@yahoo.com](mailto:rael_gian@yahoo.com)

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**Personal Information**

Nationality	:	Filipino
Birth date	:	February 12, 1977
Gender	:	Female,
Marital Status:		Married
Number of		
Dependants	:	3

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**Education**

**Visayas State University**

Master of Education major in Chemistry, 2015

**Visayas State College of Agriculture**

Bachelor of Science in Agricultural Chemistry, 1997

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**Work Experience**

**Part-Time Laboratory Instructor**

2013 – Mar. 26, 2021

Department of Pure and Applied Chemistry

Visayas State University

- Prepare and deliver lectures to undergraduate on topics such as inorganic chemistry, analytical chemistry, and general chemistry.
- Supervise students' laboratory work.
- Evaluate and grade students' class work, laboratory performance, assignments, laboratory reports and quizzes.
- Maintain student attendance records, grades, and other required records.
- Establish, teach, and monitor students' compliance with safety rules for handling chemicals, equipment, and other hazardous materials.
- Assist students in proper usage of school equipment and materials.
- Teach students the scientific method, including how to make observations, collect and record data, and draw conclusions.
- Monitor each student's academic performance and provide feedbacks for improvements.
- Initiate, facilitate, and moderate classroom discussions.
- Prepare and submit required reports related to instruction.
- Develop positive learning environments for students.
- Maintain the classroom safe and clean.
- Attend staff meetings and conferences as needed.

**Laboratory Technician**

2010 – 2011

Specialty Pulp Manufacturing Incorporated

- Analyze kappa number and monitor pH of blow down sample, after washing sample, bleach sample and pulp sample to ensure conformance to standard.
- Analyze residual sulfite and alkali of blow down liquor and freeness for after washing sample.
- Conduct dirt count, water soluble extract and measure brightness of pulp sample.
- Prepare chemical solution needed for analysis.
- Prepare pulp hand sheet for reference and analysis.
- Perform physical testing of pulp hand sheet with different beating time to determine physical properties of pulp and beating curve of various pulps.
- Prepare analysis report and fill-up forms at the end of the shift.
- Perform other duties that may assign by superior from time to time.

**Administrative Officer/Customer Service Representative**

2009 – 2010

GVM.Com Services Corporation

- Coordinate and maintain records for staff office space, phones, company bank passbook and cheques and office keys.
- Setup and coordinate meetings and conferences.
- Create and modify documents and company policy using Microsoft Office.
- Conduct initial interview for all applicants and orientation for new employees.
- Responsible in preparing payroll of all employees.
- Responsible in computation and filing of SSS, Philhealth, HMDF and BIR contribution.
- Responsible in all bank transaction; withdrawal, deposit and transfer of dollar to peso.
- Includes processing, filing, retrieving and maintaining various personnel action forms.
- Recognize, document and alert the supervisor of trends in customer calls.
- Provide customers with product and service information
- Identify, research, and resolve customer issues using the computer system.
- Carries out a variety of clerical duties related to personnel administration.

**Quality Assurance Staff**

2002 – 2009

PHCP Inc. (formerly DOWA) (Philippines)

- Coordinate with the suppliers regarding Calibration activity and for equipment that need to be purchase.
- Handle customer's complaint and conduct investigation of reported quality problem and formulate report out of it.
- Handle first article inspection for new product to achieve best quality prior to shipment to customer.
- Conduct Calibration and Measurement System Analysis to all measuring and test equipment to assure that accuracy and correctness are maintained.
- Prepare Calibration and MSA report to informed superior and concerned section.
- Monitor process and product capability thru coordination with production and QA personnel.
- Responsible in preparation and submission of monthly SPC report as required by customer and other report related to quality.
- Conduct annual training regarding SPC, MSA and Calibration.
- Custodian of all equipment used in each process and conduct inventory.

**Chemical Analyst**

1998 – 2002

PHCP Inc. (formerly DOWA) (Philippines)

- Analyze chemical bath in Silver Plating and Solder Plating process and ensures conformance to standard.
- Check chemical validity and prepares inventory report.
- Check pure water conductivity and wastewater effluent condition to ensure compliance to environment standards.
- Conduct corrective and preventive actions on chemical related problems (concentration, losses and consumption).
- Performs Cost Reduction activities of chemicals.
- Conducts laboratory test of new chemical for plating process.
- Conducts calibration of the following equipment: AAS, Spectrophotometer, pH meter and conductivity meter.
- Prepare and fill-up forms, control chart, graphs, etc.
- Perform other duties that may assign by superior from time to time.

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**Skills**

- Can operate following equipment; Air Permeability Measuring Equipment, Pendulum Tear Tester, Tensile Strength Tester, Burst Tester, Micrometer, Brightness Tester, AAS, Spectrophotometer, pH meter, conductivity meter.
- Perform multi-tasking job
- Ability to work independently
- Adaptable to technical change without losing perspective and priority
- Effective and efficient person
- Computer literate

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**Achievement**

- Ten Year Service and Loyalty Award - 2008
- Leadership Award – January 2004
- Perfect Attendance Award – 2004
- Thesis – “In Vivo and In Vitro Bioassay of the Bioactive Component of Ageratum Conyzoides”

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**Training and Seminars Attended**

- Orientation Seminar of Newly Hired Faculty Members (June 13 ~ 14, 2013)
- Finishing Course for Call Center Agents (May ~ June 2009)
- Effective Communication Skills (June 27 & 30, 2006)
- Customer Complaint Handling (July 26, 2005)
- Training The Trainers Seminar/Workshop (July 12 ~ 14, 2005)
- ISO 14001 Documentation Course (January 2004)
- Measurement System Analysis and Calibration (March 2003)
- Measurement Uncertainty, Analysis and Estimation (November 2002)
- Statistical Process Control (April 2002)
- Calibration (October 06, 1999)
- Chemical Handling (October 25, 1999)