

HEIDI GRACE SUPERADA

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📍 Alangalang, Leyte

Hard Skills

- **Technical Writing**
- **Facilitation Skills**
- Proficient in **MS Word, MS Excel** and **MS Powerpoint**
- Can **speak and write in English** proficiently

Soft Skills

- Communication
- Problem solving skills
- Flexibility and Adaptability
- Dedication to learn
- Situational awareness

Education Background

- **University of the Philippines**
Open University
Professional Teaching Certification
Completed in 2023
- **University of the Philippines**
Visayas Tacloban College
Bachelor of Science in Biology
Completed in 2016

Eligibilities

- **Career Service Professional**
Tacloban City, 2015
- **Registered Chemical Technician**
Manila, 2019

About Me

A highly motivated Research Associate who exhibits pertinent collaborative and adaptive skills developed through work experience and volunteer engagements. Teachable and is always willing to learn. With competitive training on research, laboratory analysis and technical writing. Highly articulate individual, possessing good communication skills while being fluid in English and is confident in working in a concentrated environment with different backgrounds where integrity and cultural awareness is vital. Diligent and open-minded to different learning mechanisms and is determined for professional growth.

Professional Experience

Asia Pacific Management and Research Group, Inc.

Research Associate

January 2022 – January 2024

Key responsibilities:

- Organizes and maintains coordination mechanisms with project partners and beneficiaries for public-health related projects.
- Maintains project reports and other documentation requirements *i.e.* editing and proofreading of manuals and presentations.
- Assists in the facilitation of meetings and workshops with project partners and consultants.

Lloyd Laboratories, Inc.

Sr. Analytical Development Analyst

October 2019 – February 2020

Key responsibilities:

- Documents and cross-checks analytical procedures for pharmaceutical products and prepares the Certificates of Analyses thereof.
- Prepares documentary requirements for the department.
- Conducts intermediate to advanced laboratory analysis.
- Operates and monitors laboratory instruments and equipment.

Jr. Analytical Development Analyst

August 2017 – October 2019

Key responsibilities:

- Performs and documents routine and advanced analytical procedures for analysis of pharmaceutical, cosmetic and microbiological products.
- Conducts trials and develops method of analysis for pharmaceutical and cosmetic products.
- Operates, monitors and maintains laboratory instruments and equipment.

Relevant Trainings

- 2019 **Safety Training & 5S + 2S** | Lloyd Laboratories Inc.
- 2018 **Work Attitude and Values Enhancement** | Lloyd Laboratories Inc.