



# MYLENE G. BASTO

## CONTACT

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## EDUCATION

Bachelor of Science in  
Biology major in Ecology

**Leyte State University**  
Visca, Baybay City, Leyte,  
Philippines 6521

2000 - 2005

## SKILLS

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

## WORK EXPERIENCE

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

April 2018-September 2024

Duties and Responsibilities:

- Performed tests including microbial limit testing, preservative efficacy testing (PET), growth promotion and inhibition testing, and method suitability testing.
- Performed environmental monitoring to control microbiological contamination in manufacturing areas and ensure a safe production environment.
- Performed conventional microbiological testing on water samples, including Total Heterotrophic Plate Count (THPC) and Most Probable Number (MPN) for coliform detection.
- Conducted microbiological analysis of water samples for specific pathogens such as *Pseudomonas aeruginosa* using selective media (e.g., Cetrimide Agar).
- Prepared and validated microbiological media, cultures, and reagents, ensuring that they were accurate and in line with testing protocols.
- Performed colony counts and qualitative and quantitative microbial analysis using pre-filled agar plates, providing quick and reliable results with minimal preparation.
- Analyzed and interpreted microbiological test results, ensuring compliance with regulatory standards (e.g., USP, BP, PIC/s), and documented all findings, deviations, and corrective actions in compliance with GLP and GMP.
- Performed biochemical tests (e.g., catalase test, oxidase test, indole test, coagulase test) for the identification and characterization of microorganisms isolated from samples.
- Performed rapid microbiological testing using the Compact Dry Method and 3M, a simple and efficient technique for enumerating specific microorganisms such as coliforms, *E. coli*, and enterococci in water and finished product samples.
- Calibrated and maintained microbiological testing equipment, ensuring proper functionality and adherence to quality standards.
- Conducted internal audits of laboratory and manufacturing processes to ensure compliance with GMP and regulatory standards.
- Assisted in preparing documentation for FDA audits, ensuring all records were complete and up-to-date.
- Reviewed, updated, and revised Standard Operating Procedures (SOPs) to reflect current practices, regulatory changes, and industry standards. Ensured that all laboratory personnel were properly trained on revised procedures.
- Provided training to newly hired staff on laboratory techniques, microbiological testing procedures, safety protocols, and regulatory requirements (e.g., GMP, GLP, PIC/s), ensuring that they were proficient in equipment use, media preparation, and documentation practices.

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

July 2017-April 2018

Duties and Responsibilities:

- Conducted comprehensive analytical testing of final formulations to support the Formulation group in product development.
- Performed tests such as potency, stability, dissolution, pH, particle size, and other quality attributes to ensure the formulation met required specifications.
- Analyzed data to evaluate the physical and chemical characteristics of formulations and provided feedback to the formulation team for optimization.
- Developed, optimized, and validated analytical methods for the testing of pharmaceutical formulations and related materials (e.g., HPLC, UPLC, UV-Vis, GC, FTIR, etc.).
- Ensured that analytical methods were suitable for the intended purpose and met regulatory guidelines (e.g. USP, BP).
- Participated in method development for new formulations, providing data to support stability studies, process development, and scaling up.
- Ensured all analytical work was conducted in compliance with Good Laboratory Practices (GLP) and Good Manufacturing Practices (GMP).
- Maintained accurate and detailed records of all tests, including raw data, reports, and instrument calibration logs.
- Identified and resolved analytical testing issues related to method performance, sample quality, or instrumentation.

- **Quality Control Analyst**  
**Amherst Laboratories Inc.**  
**Unilab Pharma Campus, Binan City, Laguna**

July 2012-July 2013

Duties and Responsibilities:

- Performed routine and advanced chemical analysis on raw materials, intermediate products, and finished products using various techniques, including titrations, AAS, spectrophotometry, and wet chemistry methods.
- Interpreted and recorded test results, ensuring all data was accurate and complete.
- Troubleshoot and resolved issues related to chemical testing procedures, ensuring accuracy and reliability of results.
- Monitored the operation of laboratory instruments and equipment to ensure proper functionality and accuracy during testing.
- Performed routine calibration and maintenance of laboratory instruments (e.g., pH meters, conductivity, spectrophotometers) according to established SOPs.
- Recorded calibration results and ensured compliance with regulatory standards (e.g., GMP, GLP, EU).
- Troubleshoot and resolved issues related to chemical analyses, laboratory equipment, and testing procedures.

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

November 2010-July 2012

Duties and Responsibilities:

- Performed microbiological testing on raw materials, in-process samples, and final products, including sterility, bioburden, microbial limits, preservative efficacy test, antimicrobial assay, and B12 Assay (Turbidimetric).
- Utilized rapid testing methods such as Bactiflow for rapid bacterial contamination detection.
- Ensured strict adherence to Good Laboratory Practices (GLP) and current Good Manufacturing Practices (cGMP) in all laboratory activities, including testing, documentation, and safety protocols.
- Performed environmental monitoring in production environments to assess microbial contamination levels in air, water, and surface samples.
- Maintained accurate and detailed records of all microbiological tests, procedures, deviations, and corrective actions in compliance with regulatory requirements.

- Interpreted and analyzed experimental data, using statistical methods to ensure the reliability and accuracy of test results. Provided insights into data trends to support ongoing research.
- Participated in internal audits to assess laboratory compliance with quality standards, safety regulations, and industry best practices.
- Maintained laboratory equipment, ensuring regular calibration, cleaning, and troubleshooting to support uninterrupted testing operations.

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

July 2008-July 2010

**Duties and Responsibilities:**

- Performed routine environmental monitoring of controlled environments (e.g., cleanrooms, production areas) to assess microbial contamination levels.
- Conducted plate exposure (settle plates, active air sampling) and passive air sampling to monitor microbial load.
- Collected and tested water samples (e.g., purified water, water for injection) from various points in the manufacturing process.
- Performed conventional microbiological testing on water samples, including Total Heterotrophic Plate Count (THPC) and Most Probable Number (MPN) for coliform detection.
- Performed antimicrobial assays using the Cylinder Method to evaluate the effectiveness of antimicrobial agents (e.g., antibiotics) against target microorganisms.
- Performed endotoxin testing (e.g., LAL assay) for sterile pharmaceutical products to ensure they met regulatory limits.
- Conducted various chemical tests to verify the identity, purity, strength, and quality of raw materials, such as active pharmaceutical ingredients (APIs), excipients, and packaging components.
- Used microbiological techniques such as incubation, dilution, and plating to assess microbial load and identify microorganisms.
- Conducted sterility testing on sterile pharmaceutical products (e.g., parenterals, ophthalmic solutions) to ensure they were free of viable microorganisms.
- Performed microbial limit testing (MLT) on raw materials, in-process materials, and finished products to verify compliance with microbial contamination limits.
- Tested for the presence of specific microorganisms (e.g., *Escherichia coli*, *Salmonella*, *Pseudomonas aeruginosa*) using selective media and incubation techniques.
- Reported results in accordance with pharmacopoeial specifications and collaborated with production and quality teams to investigate and resolve any issues.
- Interpreted results and ensured microbial counts were within acceptable limits according to pharmacopoeial standards (e.g., USP, EP).
- Prepared and maintained accurate records of monitoring results, including trends and deviations.

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

July 2006-December 2006

**Duties and Responsibilities:**

- 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**

November 2005-April 2006

**Gaisano Fiesta Mall**

**Talisay City, Cebu**

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.

- **Instrument Handled**

- UPLC (Shimadzu/Waters), AAS, UV-Vis Spectrophotometer, TOC (Total Organic Carbon), Dissolution Tester, pH meter (portable/benchtop), conductivity meter, Bactiflo, Analytical Balance, Micro Balance, Top Loading Balance, Moisture Balance.

**Equipment Handled**

- Drying Oven, Furnace, Incubators (Mettler/Firstek), Autoclave (Hirayama), Biological Safety Cabinet, Laminar Flow Hood, Fume Hood, Micropipettor, Vacuum Membrane Filtration Apparatus, Pycnometer, Water Bath (Mettler)

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## CHARACTER REFERENCES

**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 9619921071

**Ms. Rowela S. Toledo**

MMD Supervisor La Croesus Pharma Inc.  
Brgy. Sto. Tomas, Binan City,Laguna  
Phone: +63 932 868 3994

**Mr. Jerome L. Calipayan**

Material Custodian  
San Miguel Corporation Inc.  
Repair & Maintenance Inc.  
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**Pearl P. Vistal**

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