

## WORK EXPERIENCE SHEET

- Duration: December 16, 2016 – August 27, 2020
- Position: Laboratory Analyst
- Name of Office/Unit: PASAR-Metallurgical Laboratory
- Immediate Supervisor: Charito T. Boñul
- Name of Agency/Organization and Location: PASAR, LIDE, Isabel, Leyte
  
- List of Accomplishments and Contributions
  - Internal Auditor for Laboratory Management System based on ISO 17025
  
- Summary of Actual Duties
  - Performs analysis of diverse raw materials, products and by-products for price settlements, metal balance, and other commercial by using established methods and work instructions within allotted turnaround time
  - Prepares the reagents required for the work in accordance with the predefined work instructions and schedule.
  - Calculate, analyze, and interpret the data by using the relevant statistical techniques. Look for trends, abnormalities, and/or potential contributing factors that could provide biased or inaccurate data.
  - Implements QA/QC. updates and interprets control charts, and, if QA/QC fails, implements action plans as necessary.
  - Participate in Proficiency Testing
  - Gives internal customers rapid input on any noticed out-of-trend or odd results
  - Encode, check, and authorize results in Sample Manager
  - Observe strict compliance to confidentiality of laboratory data
  - Provides initial support to customer inquiries and discuss with immediate leader especially those that needs further action
  - Escalates to immediate leader any issues and concerns that are beyond the level of capability and authority
  - Monitors analytical instrument performance and coordinates with maintenance team during repairs and preventive maintenance
  - Conduct inventory of consumables and report to team leader if there are any consumables which are nearing to run out
  - Implements 5S in the workplace and consistently practices good housekeeping
  - Follows LMS implementation guidelines and takes part in internal and external audits.
  - Conducts risk assessment prior to commencing any work and report to immediate superior any unsafe conditions and acts observed, issue related work permits in the absence of team leader

- Duration: June 8, 2015 – March 24, 2016
- Position: Part-time Instructor
- Name of Office/Unit: Department of Pure and Applied Chemistry
- Immediate Supervisor: Jacob Glenn Jansalin
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte
  
- Summary of Actual Duties
  - Designs and develops learning lessons, study and research to stay current on educational trends and instructional techniques
  - Record-keeping and assessment of students' outputs and performance
  - Discuss safety measures and the dos and don'ts in the laboratory
  - Facilitate students in conducting laboratory experiments



Dyana Rose T. Milleza

(Signature over Printed Name  
of Employee/Applicant)

Date: August 25, 2022