



RESSY CARR Q. RUIZ

PERSONAL INFORMATION

Date of Birth:	September 17, 1993
Age:	28
Gender:	Female
Citizenship:	Filipino
Civil Status:	Single
Religion:	Roman Catholic

CONTACT INFORMATION

Present Address:	Brgy. Canlubang, Calamba City, Laguna, Philippines
Permanent Address:	Brgy. Cubay North, Bugasong, Antique, Philippines
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WORK EXPERIENCE

SUMMARY

August 2020 to December 2021 – Packaging Development Officer
June 2017 to August 2020 – QA/QC Packaging Material (PM) Inspector
June 2015 to April 2017 – QA/QC Engineer & Document Controller
June 2014 to March 2015 – Packaging Specialist Intern

AUGUST 2020 –DECEMBER 2021

Packaging Development Officer / Pepmaco Manufacturing Corporation / Calamba, Laguna

- Manage the packaging development process, including the creating of packaging designs, prototype development, specification and testing.
- Collaborate with Marketing, R&D, Procurement and Supplier on new package development.
- Works with Production and QA regarding feasibility of new packaging for a specific product through trials and testing of the packaging.
- Review packaging artworks and layouts
- Provide packaging technical support to other departments
- Provide mock ups of products to Sales and Marketing to give them visual looks of the

- projects that they want to develop
- Identify opportunities to improve packaging specifications that would contribute to better efficiency and productivity

JUNE 2017 TO AUGUST 2020

QA/QC PM Inspector / Pepmaco Manufacturing Corporation / Calamba, Laguna

- Checks documents accompanying delivery of packaging material (PM) to ensure they match purchase order and conform to QA requirements (e.g. Certificate of Analysis, Outgoing Supplier Quality Report);
- Inspects and tests incoming PM following applicable QA/QC standard operating procedure and work instructions that specify the methods and procedures and key quality variables and attributes;
- Marks with inspection acceptance-rejection tag every lot of PM that underwent incoming inspection and test;
- Reports real-time results of incoming material inspection and test to provide timely feedback to supervisor and key persons in other departments;
- Helps Material Receiving Section achieve good handling, storage and traceability of PM;
- Assists supervisors to regularly monitor the performance of PM used in production, gives timely feedback each time a problem arise and helps correct it;
- Makes calculations and charts using standard formulas and instructions;

JUNE 2015 TO APRIL 2017

QA/QC Engineer and Document Controller / Integrated Packaging Logistics Mfg. Inc. / Calamba, Laguna

- Perform regular quality assessments on all incoming materials, in line and outgoing products for shipping.
- Reject all products and materials that fail to meet quality expectations.
- Measure product dimensions, examine functionality and compare the final product to the specifications.
- Recommend improvements to the production process to ensure quality control.
- Document inspection outcomes by completing detailed reports and performance records..
- Supervise the production process.
- Resolve quality-related issues in a timely manner.
- Handling intake, scanning, verification, and storing documents.
- Filing and archiving relevant documentation.
- Retrieving files for other employees and customers when needed.
- Designing templates for documents, file types, and document databases.
- Checking and editing documents for accuracy and compliance.
- Controlling the flow of documents in and out of the department.
- Updating and maintaining document management systems and physical records.

JUNE 2014 TO MARCH 2015

Packaging Specialist Intern/ Philippine Foremost Milling Corporation / Tondo, Manila

- Assist with research and development projects
- Producing samples to try out different materials and designs
- Running trials to check packaging for suitability and testing for performance under various conditions
- Assist in evaluating, selecting and negotiating with suppliers

EDUCATION

2010-2015

BACHELOR OF SCIENCE IN PACKAGING ENGINEERING

Central Philippine University

Lopez Jaena St., Jaro, Iloilo City, Philippines

2006-2010

St. Joseph Academy

Brgy. Ilaya, Bugasong, Antique, Philippines

2000-2006

Cubay Elementary School

Cubay North, Bugasong, Antique, Philippines

REFERENCES

Name	Occupation	Contact No.
Bernie Cangrejo	Packaging Engineering Department Head	09205608980
Isabelo Alcazar Jr.	Pepmaco Mfg. Inc., Supply Chain Head	09175963483
Greniel Laroza	IQ Packaging & Logistics Inc., Operations Head	09178815879