**JENNYLINE TOBIAS COMERCIANTE**

218 Tindalo St., Sta. Clara, Sta. Maria, Bulacan 3022

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Email Address: jenny.comerciante@gmail.com

**ELIGIBILITY:**

**Career Service Professional Eligible** with a rating of **81.76 %** on the examination taken last **09th day of March, 2008** and issued, **19th day of June, 2008** at Civil Service Commission Office, Metro Manila.

**Overall band score of 7.5** at **International** **English** **Language** **Testing** **System** (**IELTS**) on the examination taken **18th** **day** **of** **April**, **2015**. **TRN** **No**. **15PH000151COMJ009A**

**OBJECTIVE:**

To provide assistance and render effective and efficient services within my knowledge and skills for the improvement and benefit of the company.

**SKILLS:**

With operational skills on computer particularly Microsoft Office like MS word, excel and power point, and internet surfing; Basic Sensory Evaluation Training; Background on Physico-Chemical and Microbiological Analyses, Good Manufacturing Practices (GMP), HACCP, SOP and SSOP.

Has a definite eagerness on working under pressure and on long hours and able to handle different kinds of situations and deal with different kinds of people.

Self-motivated, able to work on my own initiative, a keen team player and has good communication skills.

**WORK EXPERIENCE:**

March 16, 2010 – present

**NATIONAL ARCHIVES OF THE PHILIPPINES** at3rd Floor, Juan Luna Building, Juan Luna cor. Muelle de la Industria Sts. Binondo, Manila, Philippines

Position: Records Management Analyst I

Nature of work:

· Appraisal of Archival and disposable Records

· Searching and researching of requested documents.

· Records processing. (Hauling, Sorting, rebundling and filing of records.)

· Technical assistance about proper records storage and disposition.

· Administrative and secretarial work. (e.g. receiving and releasing files in division; encoding and drafting reports; scanning and printing, etc.)

September 16, 2009 –March 13, 2010

**ASAHI RESOURCES CORPORATION** at Mountview Industrial Subd., Bo. Bancal, Carmona Cavite

Position: Quality Assurance Analyst

Nature of work:

· Collection of samples of Raw materials and finished products.

· Checking of In line parameters in preparation, cooking and packing of products such as actual weight of raw materials, monitoring of cooking process and filling line and checking of final product for dispatch.

· Conducting physico-chemical and microbiological analyses on intermediate products before filling and finished goods.

· Submitted reports to the manager and perform necessary adjustments accordingly.

June 30, 2008 – March 22, 2009

**RM FOODS INC.** (Nestle` Philippines Co- Manufacturer) at Dampol 2nd B, Pulilan, Bulacan

Position: In – Line Quality Controller

Nature of work:

· Conducts checking of Quality parameters such as Net weight, gross weight, leak test, coding and appearance of the products.

· Performs machines and environmental inspection during start-up, processing and shut down in the production line.

· Evaluates the results of inspection and Quality check and gives advice to operators for necessary adjustments.

· Prepares finished product samples for organoleptic analyses.

· Collection of In – Line control forms and filing for reference.

· Coordinates with the production supervisor for any necessary adjustments regarding defiance of parameters within the production line.

July 19, 2007 – April 30, 2008

**National Archives of the Philippines** at T.M. Kalaw St. Ermita, Manila.

Position: Contractual Processing Archivist

Nature of work:

Processing of notarized documents for the Microfilming project. This includes cleaning and proper arrangement, sorting by year and author, pagination, proper bundling, storage and filing.

**ON THE JOB TRAINING**

November 22, 2006 – January 20, 2007 (200hrs rendered)

**RM FOODS INC.** at Dampol 2nd B, Pulilan, Bulacan

Laboratory Analyst Trainee

Nature of work:

· Analysis of raw materials from suppliers, intermediate products and finished products produced within the company through physico-chemical analyses such as moisture analysis, pH, salt content, acidity and fat content; and Microbiological analyses like Total plate count (TPC), Enterobacteriaceae (EB), Yeast and Molds (y/m) and Salmonella (“S”).

· Cleaning and proper storage of laboratory tools and equipment and practice good laboratory practices

· Background on how to conduct finished product sensory evaluation and proper filling out and filing of documents in the production line.

**UNDERGRADUATE THESIS**

Conducted 1st semester S.Y. 2007 – 2008

Title: **Acceptability of different types of milk (Skimmed Milk, Pasteurized and whole cow's milk) in the preparation of Butter Cake.**

**EDUCATIONAL BACKGROUND:**

Tertiary: Bulacan Agricultural State College

Pinaod San Ildefonso Bulacan

2003 – 2008

Course: Bachelor of Science in Food Technology

Secondary: San Miguel High School

San Miguel, Bulacan

1999 - 2003

Elementary: Pinaod Central School

Pinaod San Ildefonso, Bulacan

1993 – 1999

Others: Certificate of Completion on Seminar Workshop on Managing Electronic Records

Certificate of Completion on Spanish Language Class (Levels 1-6)

Certificate of Completion on National Archives Operations

**PERSONAL INFORMATION:**

Date of Birth: March 25, 1987

Place of Birth: Manila

Civil Status: Married

Height: 154 cm

Weight: 60 kg

Blood type: “A”

Religion: Roman Catholic

Father: Celestino DG. Tobias DOB: May 5, 1956

Mother: Ernestina C. Tobias DOB: March 22, 1954

Spouse: Rex G. Comerciante DOB: August 22, 1978

Child/ren: Arjay T. Comerciante DOB: May 3, 2013

Jeric T. Comerciante. DOB: September 5, 2017

Signed

JENNYLINE T. COMERCIANTE