

MARY GRACE SUMING GITOÑADA

09532465673 | jhekjhek051114@gmail.com | Bukidnon, Philippines

PROFESSIONAL SUMMARY

Highly motivated and detail-oriented professional with years of comprehensive experience in warehouse operations, safety management, and environmental health and safety (EHS) logistics. Demonstrated expertise in quality management systems and internal auditing, ensuring adherence to regulatory compliance and operational excellence. Proven track record as a Warehouse Officer and Safety Officer, adept at inventory management, process improvement, and team facilitation. Strong organizational and communication skills, with a commitment to maintaining safe and efficient working environments. Seeking to leverage extensive background and skills in a dynamic role as a Warehouse Officer or Safety Officer to contribute to the continued success and safety of the organization.

WORK EXPERIENCE

M. Montesclaros Enterprises Inc. | Philippines Jul 2019 - Present

Position: EHS Logistics / Processing / Quality Management System Internal Auditor

- Conducted EHS logistics, ensuring safe handling and transportation of materials.
- Managed environmental health and safety processes, adhering to regulations and standards.
- Audited quality management systems to identify non-conformities and recommended corrective actions.
- Performed internal audits, ensuring compliance with ISO 9001:2015 standards.
- Implemented corrective actions and continuous improvement initiatives based on audit findings.
- Monitor movement of supplies and materials between departments
- Prepare and Submit Report
- Maintain work record and logs
- Plan, Organize, Direct, Control and evaluate daily operations

Montesclaros Enterprises Inc. | Philippines Jun 2018 - Jun 2019

Position: Warehouse Clerk / Inventory Clerk

- Maintained accurate inventory records and conducted regular stock checks.
- Assisted in receiving, storing, and distributing materials and supplies.
- Managed warehouse clerical duties, supporting overall warehouse operations.
- Implemented inventory control measures to maintain accurate stock levels.
- Resolved inventory discrepancies and ensured data accuracy.

Sierra Del Oro | Philippines Oct 2017 - May 2018

Position: Facilitator

- Facilitated training sessions and workshops to improve team performance.
- Led team meetings, promoting effective communication and collaboration.

- Conducted safety training and promoted a culture of safety.
- Enhanced workflow efficiency through process optimization.
- Analyzed data to identify trends and areas for improvement.

EDUCATION

Bukidnon State University | Philippines

2013 - 2017

Business Administration Major in Financial Management

SKILLS AND ABILITIES

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| <ul style="list-style-type: none"> • Warehouse Management • OSHA Compliance • Emergency Planning • Inventory Control • Data Analysis | <ul style="list-style-type: none"> • Safety Protocols • EHS Logistics • Quality Systems • Workflow Optimization • Microsoft Proficiency | <ul style="list-style-type: none"> • Risk Assessment • Hazardous Handling • Internal Auditing • Training Facilitation • Team Leadership |
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TRAININGS AND CERTIFICATIONS

- Basic Occupational Safety and Health (BOSH)
- ISO 9001:2015 Documented Information Training
- ISO 9001:2015 Internal Audit Training (Based on ISO 19011:2018 Guidelines)
- ISO 9001:2015 Awareness Training
- ISO 45001:2018 Awareness Seminar
- MS Office Training and Presentation Skills
- On-the-Job Trainee at Bukidnon State University - Office of the Student Services, 2016 - 2017

INTERESTS

- Cooking
- Sports
- Outdoor Activities

LANGUAGES

- English
- Tagalog

CHARACTER REFERENCES

- Cyr C. Gonesto
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