

# KASSANDRA MAE M. VELASCO

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## SUMMARY

Experienced Food Technologist with 5+ years in F&B, eager to tackle dynamic challenges and apply problem-solving and communication skills to ensure seamless collaboration across teams. Has keen eye for detail, excellent time management, adaptability, and resourcefulness, ensuring the highest standards of services and products.

## TECHNICAL SKILLS

- Koona Pallet Optimisation software, Microsoft Office, ZohoBooks, Amazon Seller / Vendor Central, Dubai Municipality Portal, Kissflow business management software, Microsoft Dynamics Business Central
- Testo Probe Thermometer, Hygrometer, Leak tester/Nitrogen content (for sealed pouches), Bursting strength (for cartons), Coefficient of Friction (for films), Atago refractometer (Total Soluble Solids, Salinity), Brookfield Texture Profile Analyzer
- Operate Dough Sheeter, Industrial Mixers and Ovens, Linx Automatic Labelling Machine, Vertical Form, Fill and Seal Packaging Machine

## PROFESSIONAL EXPERIENCE

### **Admin and Quality Control Executive, Frio Carbonated Water Manufacturing LLC Dubai Jan - Oct 2024**

- Following FIFO system & arranging materials and finished products in the storage/staging area
- Manage the end-to-end process from preparing shipments, assigning couriers, and tracking delivery
- Make sure all items are packed safely and proper instructions are followed
- Monitor shipments and coordinate with carriers and vendors to ensure timely arrival of goods
- Handle Petty Cash Fund, Stock counting
- Maintain packaging and FG inventory to ensure availability at all times
- Investigate and resolve customer complaints and quality issues
- Provide technical support and guidance to internal teams regarding material selection, usage, and specifications
- Submit item registration, ZDLM requests, inspection requests in Dubai Municipality Portal
- Renewing HACCP certificates, food transport vehicle freezer/pressure gauge calibration, water filter replacement
- Import/export documentation (MSDS, Testing Certificates, Packing Slips, Commercial Invoice)
- Keep accurate records of vehicle dispatches, returns, and customer interactions

### **Line Quality Controller, Ahmad Tea FZ LLC Ras Al Khaimah**

**Oct 2019 - Oct 2022**

- Examine ingredients or finished products to ensure conformance to company standards
- Ensure all items of each purchase order is labelled appropriately and quality checks are completed before dispatch
- Create and maintain quality manuals, procedures, HACCP, ISO and inspection records
- Responsible for drawing up product specifications (Item Description, Net/Gross Weight, Shelf life, Palletization)
- Plan optimized truck loading for customers based on available material load
- Conduct routine tests (weight verification, teabag crimping strength, sealed pouch leak test, visual inspection of packing) for product specifications
- Ensure hygiene and sanitation practices conform to policies and regulations
- Coordinate with customers for any specific delivery requirements

## PROFESSIONAL EXPERIENCE

### **Research and Development Assistant, Bakemasters Inc. Philippines**

**Oct 2017 - Apr 2019**

- Develop formulations of cooked sauces, salad dressings, bread, and pastries with technical specifications and manufacturing process flow
- Checking temperatures and humidity of FG freezers, chillers, and dry storage areas to make sure all products are stored in proper temperature
- Communicate effectively with other departments, including production, sales, and management, to ensure smooth operations
- Generate spreadsheets and documents as needed for R&D documentation
- Validate process controls, raw material evaluation, and shelf life study
- Manage an accurate inventory of all R&D product samples stored in freezers and oven samples storage areas

### **Research and Development Intern, Century Pacific Food Inc. Philippines**

**June 2016 - July 2016**

- Analyze ingredients, intermediate blends, and finished product technical parameters for consistency in formulations
- Assist in receiving incoming shipments
- Verifying contents against purchase orders
- Recording receipt of goods in inventory management systems
- Manage the proper documents and delivery acknowledgement

### **Laboratory (Student) Assistant,**

### **University of the Philippines Los Banos - Institute of Biology - Microbiology**

**Sep 2014 - Nov 2014**

- Prepare solutions and culture media, clean and sterilize glassware using autoclave, check safety equipment, and maintain the chemicals/laboratory apparatus inventory
- Filing, photocopying, answering/making telephone calls
- Deliver documents in and out of the office across different institutes

## EDUCATION

### **Bachelor of Science in Food Technology**

**May 2012 - Jan 2017**

University of the Philippines Los Banos

- Relevant coursework in Food Science, Engineering, Chemistry, and Microbiology.

## TRAINING / SEMINARS

<b>Bakery Production Process (3-Day Training)</b> Modern Bakery, Dubai	<b>Dec 2023</b>
<b>Milk Powder Packing Quality Assurance (3-Day Training)</b> Majan Food Industries LLC, Dubai	<b>Jan 2023</b>
<b>Internal Food Safety Audit Based of ISO 22000:2018 FSMS</b> Philippine Trade Training Center, Philippines	<b>July 2019</b>
<b>Awareness on Halal Certification Process</b> Philippine Trade Training Center, Philippines	<b>July 2019</b>
<b>Allergen Awareness</b> Century Pacific Food, Inc. Corporate Quality Assurance, Philippines	<b>May 2018</b>
<b>Food Labelling Requirements of Major Importing Countries</b> Philippine Trade Training Center, Philippines	<b>July 2017</b>
<b>Packaging Design Development Process</b> Philippine Trade Training Center, Philippines	<b>July 2017</b>

## CERTIFICATIONS

<b>Highfield Level 3 Award in HACCP for Food Manufacturing (RQF) with Distinction</b> Highfield Qualifications (National Quality Training Center) <ul style="list-style-type: none"><li>• Qualification Number 603/2231/7</li><li>• Certificate Number HAC7249944</li></ul>	<b>Nov 2023</b>
<b>International Qualifications Assessment Service (Alberta Government, Canada)</b> <ul style="list-style-type: none"><li>• File Number 5480711MM</li><li>• Comparative levels of achievement in Canada</li></ul>	<b>July 2023</b>
<b>New Zealand Qualifications Authority (Alberta Government, Canada)</b> <ul style="list-style-type: none"><li>• NZQA Application Number 052066</li><li>• International Qualifications Recognition = Bachelor's Degree at Level 7</li></ul>	<b>Dec 2022</b>
<b>International English Language Testing System (IELTS)</b> <ul style="list-style-type: none"><li>• Test Report Form Number 22AE011415VELK001G</li><li>• Overall Band 7</li></ul>	<b>Sep 2022</b>