



Information

Birthday: 04th January, 1990

Gender: Female

Marital status: Single

Address:

Tan Binh District, Ho Chi Minh City, Viet Nam.

Mobile:

098 2049 801

Email:

nguyenlekimsuong@gmail.com

Languages

English – Reading and comprehending the professional document

Chinese – Basic communication skills

Office Information

Proficiency in software such as MS Word, MS PowerPoint, MS Excel,...

NGUYEN LE KIM SUONG

Career Objective

I'm seeking a meaningful role where I can contribute genuine value and have my efforts recognized with fairness and respect. I work with heart, responsibility, and integrity — always grateful for the opportunity to grow and give my best. Every day, I strive to become a better version of myself — staying true to who I am, not a reflection of others. I also hope to inspire those around me to work with purpose, positivity, and a strong sense of responsibility.

Education

2008-2012

University of Science – Ho Chi Minh City (HCMUS)

Bachelor of Science in Biology – Microbiology

Graduation project: “Research on the Production Process and Quality Assessment at Saigon Brewery”.

Work Experience

CJ FOODS JOINT STOCK COMPANY

09/2022 – 05/2025:

Quality Assurance Specialist

- Develop and standardize work instructions and SOPs (e.g., personal hygiene, pre-processing, X-ray, metal detection, packaging, cleaning...) for both existing and newly developed products (domestic and export), ensuring alignment with GMP and SSOP standards.
- Ensure adherence to food safety and quality standards (GMP, SSOP, HACCP, FSSC 22000, BRC, HALAL, Costco) through rigorous internal audits and well-maintained documentation.
- Prepare, review, and manage documentation related to food safety management systems and third-party certification audits.
- Conduct training programs for Production and QC teams to enhance awareness and ensure consistent implementation of food safety and quality requirements.
- Handle customer and consumer complaints (domestic, export, and import) by conducting root cause analysis, evaluating market storage/display conditions, implementing effective corrective and preventive actions (CAR/CAPA), and performing quarterly customer visits with follow-up reports.
- Lead regular meetings with relevant departments to follow up on customer complaints and GMP audit findings, ensuring timely resolution and preventive action implementation.
- Collaborate cross-functionally with R&D, Marketing, Export Sales, Strategic Planning, and Production departments to establish new product standards and revise existing ones in line with business objectives and market trends.

- Coordinate with Production, QC, and R&D teams to monitor product quality, support new product launches (e.g., DR reports), and manage interdepartmental technology transfer documentation (TTS).
- Coordinate with Production, QC, and R&D teams to monitor product quality, support new product launches (e.g., DR reports), and manage interdepartmental technology transfer documentation (TTS).
- Conduct routine GMP audit, hygiene inspections in factory and canteen areas, report audit findings, and ensure continuous compliance with internal hygiene standards.
- Inspect the effectiveness of PPE laundering procedures and sign off on periodic verification records to ensure compliance with hygiene and safety regulations and internal policies.
- Participate in packaging and labeling change control processes to ensure regulatory compliance, timely implementation, and the issuance of revised specifications, guidelines, and change records.
- Track and report departmental KPIs through weekly, monthly, and annual reports to support continuous quality improvement efforts.
- Perform other duties as assigned by the QA Manager or the Board of Directors.

VIETNAM DAIRYPRODUCTS JOINT STOCK COMPANY – VIETNAM POWDERED MILK FACTORY

05/2013 – 05/2022

Quality Assurance Executive

- Monitored production lines and conducted in-process quality checks at defined intervals for key parameters including sensory characteristics, moisture content, powder density, wettability, and rapid fat/protein testing.
- Conducted comprehensive laboratory analysis of milk powder and emulsified milk, including total solids, fat content, free fat, protein, pH level, moisture, ash, and other critical indicators, ensuring strict adherence to ISO/IEC 17025 testing standards.
- Participated in method validation, inter-laboratory comparisons, and proficiency testing, maintaining laboratory accuracy and credibility in line with ISO/IEC 17025 accreditation requirements.
- Maintained, calibrated, and verified lab instruments and analytical equipment to meet technical and regulatory requirements.
- Supervised the preparation, handling, and storage of laboratory chemicals in compliance with safety and quality standards.
- Contributed to the implementation and continuous improvement of quality systems including ISO 9001, ISO/IEC 17025, ISO 14001, HACCP, FSSC 22000, and HALAL.
- Controlled nonconforming products during production, initiated root cause analysis, and followed up with corrective and preventive actions (CAPA).
- Developed and implemented SOPs in alignment with GMP and SSOP requirements. Ensured compliance and reported deviations to the QA Manager.
- Cooperated closely with production teams to prevent and resolve quality-related issues, prepared quality incident reports, and conducted trend analysis.
- Compiled and submitted daily QA performance reports and updated technical specifications and process revisions in a timely manner.
- Leadership & Training: Acted as a lead trainer for onboarding and mentoring new QA staff, providing hands-on training in quality control procedures, lab techniques, and internal systems in accordance with ISO/IEC 17025 and food safety standards.
- Coordinated internal knowledge sharing sessions and supported team competency development through continuous coaching and performance monitoring.
- Additional Experience: • Completed professional certifications in Sensory Evaluation, ISO 9001, HACCP, ISO 14001, ISO/IEC 17025:2007, and FSSC 22000.

Additional Experience

- Verified raw material quality based on COAs and technical specifications; participated in raw material incident investigations.
- Monitored microbiological parameters of raw materials, base milk, finished goods, air quality, and equipment surfaces.
- Ensured compliance of packaging labels (lot codes, expiration dates) and product gas content (O₂/CO₂) and weight consistency.
- Oversaw retention sample management and environmental monitoring.
- Completed training internal courses on: Sensory, ISO 9001, HACCP, ISO 14001, ISO/IEC 17015:2007, FSSC 22000, HALAL, OHSAS, ISO 50001...

Skills & Awards

- **Supported university research projects, including:**
 - Application of *Spirulina platensis* in beverage production.
 - Research on rice bran oil extraction processes
 - Biosynthesis of silver nanoparticles from bacterial biomass
- **Strong teamwork skills:** Positive, supportive, and collaborative in group settings.
- **Highly responsible and dependable:** Patient, detail-oriented, and empathetic.
- **Excellent organizational and communication skills:** Well-structured, creative, and able to manage high-pressure situations effectively.
- **Lifelong learner:** Proactively accumulates and applies knowledge from materials, training, and practical experience to improve work performance.
- Recognized as Outstanding **Youth Union Member in 2017, 2018, and 2019.**
- Initiated, developed, and implemented **NIRS analytical methods to replace traditional testing — received the Innovation Award** for delivering a rapid, non-destructive solution that maintained product integrity and significantly reduced time, chemical consumption, labor, and costs.
- Implemented **cleaning procedure and chemical optimization, enhancing cleaning efficiency** while reducing operational costs — recognized as a notable initiative in quality control and cost saving.