

# REX CAMACHO ROBLES

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33 Porchester Drive  
Scarborough, ON M1J 2R4

## PROFILE

Experienced Lab Assistant with more than 10 years of administrative experience, proficient at supporting teams by performing standard laboratory office functions efficiently, with a strong ability to make appropriate technical decisions critical thinking and problem solving.

## WORK EXPERIENCE

### **Laboratory Assistant - Research Division , Weill Cornell Medicine, Doha, Qatar — March 2017 - December 2022**

- Responsible in supporting the technical requirements for implementation of laboratories.
- Data input of information into the laboratory computer information system
- Prepare materials needed in lab research courses and enforce laboratory safety procedures.
- Maintain contact and consults with end users to prepare specifications for items/ equipment or services as required.
- Prepares Lab supplies Store orders and create shopping cart.
- Receive, generate and/or process supplier quotes, purchase orders (POs), distribute to management and/or applicable departments as needed for review, approval, and storage.
- Communicate the status of purchases within the department to ensure products are received in a timely manner.
- Work weekly report of Open POs and Invoices for reconciliation.
- Operate and maintain core facilities (sterilizers, media washers and ultrapure water systems) following equipment and laboratory guidelines and established Standard operating procedures.
- Collect, wash, sterilize and deliver all lab ware and sterilized media as required from all research related areas.
- Disinfect, maintain and clean of laboratory areas, special procedure rooms, core equipment and research office space.
- Assist with receiving, processing and delivery of research shipments and research store orders, maintains stocks and organizes research store.
- Move specialized equipment and supplies, refilling LN2 (Liquid nitrogen), containers, obtaining dry ice, defrosting freezers and help maintains Lab Temperature Monitoring System.
- Supply and removal of biohazard waste disposal material and lab tissue for all labs.

- Collect, sterilize, and dispose of biohazard waste for all labs and notify the lab team about violations they find regarding proper waste disposal.
- Deliver and collect clinical samples.

**Lab Technician, Schlumberger Overseas S. A., Doha Qatar — March 2014 -February 2017**

- Receive Lab Analysis Request from Field Engineers and perform tests like rheology, thickening time, fluid loss, free fluid, etc.
- Receive and record chemical, cement, & water samples from the rigs & other remote location.
- Perform chemical inventory for the laboratory and dispose redundant chemicals, cement, and water samples.

**Maintenance Administrator, Schlumberger Overseas S. A., Doha Qatar — February 2005 - February 2014**

- Act as the primary contact and provides support for Maintenance Department.
- Implement and deliver effective maintenance strategies and procedures to quality management standards for all day-to-day maintenance work.
- Coordinate planned and unplanned maintenance outage work, including control of emergent works, permit issues, material issues, resource issues and program updates.
- Receive and encode new and finished Work Order of the equipment from the workshop, vessels, and from the rigs using a computerized maintenance management system software called MAXIMO.
- Generate reports on the received, finished, and pending Repair Order of the equipment.
- Monitor the maintenance cost of each repair of the equipment.
- Monitor the Preventive Maintenance schedule of the equipment.
- Ensure all procedures, documentation and manuals are kept up to date and any additional training is completed in a timely manner.
- Keep a complete documentation service and archive digital files for the segment.
- Assign Preventive Maintenance program for each equipment. Assists the store man in monitoring and ordering spare parts for the warehouse.
- Track the transfer of equipment from one location to another. Responsible for the monthly reports for the manager's monthly meeting relating to maintenance.
- Responsible for attending the daily production meeting and overseeing the daily works coordination meeting.
- Monitor the inventory of the spare parts of the equipment. Preserves harmonious and productive relations with the Engineers, Contractors, and Operations.

- Generate monthly report for the received and used spare parts of the maintenance department.
- File maintenance reports and spare part's invoice.
- Direct the weekly review of all outstanding jobs of technicians with their respective Maintenance Supervisor records all their activities and initiates actions accordingly.

#### **IT Technical Clerk, Al-Muftah Group of Companies, Doha Qatar — November 2004 - February 2005**

- Provide IT support and ensuring systems are maintained and supported based on the company standards.
- Ensure that all staff's requests are dealt with appropriately and in accordance with defined policies and procedures.
- Set up new user's account and profiles dealing with password issues.
- Perform back up, recovery and systems monitoring.
- Install and configure computer hardware operating systems and applications.
- Perform basic computer repairs and analyses system when malfunction occurs.
- Monitor the stocks of the IT department.
- Coordinate and schedule work with vendor service providers.

#### **EDUCATION**

Centennial College, 941 Progress Ave, Scarborough, ON M1G 3T8-

Ontario College Advanced Diploma in Health Informatics Technology , January 2023 - present

AMA Computer College, Makati City, Philippines - Bachelor of Science in Computer Engineering, April 2004

#### **PERSONAL QUALIFICATIONS**

Skills and Knowledge:

- Excellent communication skills – written and oral.
- Effective administration skills with the ability to be able to follow procedures with minimal supervision.
- Time Management and Organizational operational skills
- Competent in Microsoft Word, Excel, PowerPoint, Outlook, Visio 2003, SharePoint
- Cisco Certified Network Associate (CSCO11988067)

Competencies and Personal Attributes:

- Ability to work effectively with different types of nationality.
- Fast learner and willing to take on new challenges.
- Assertive, people oriented and self-motivated

#### **CERTIFICATIONS**

APTECH Qatar Computer Education Centre, Doha Qatar — CISCO Certified Network Associate, June 2011  
CSCO11988067

**REFERENCES:** Available Upon Request