



IRISH PACAPAT

Virtual Assistant



+63 991 360 4099



pacapatirish123@gmail.com

EDUCATION

BS Food Technology
Bukidnon State University
2017 - 2022

EXPERTISE

- Management Skills
- Negotiation
- Critical Thinking
- Communication Skills
- Time Management
- Non-stop learner
- Problem Solving
- Resourceful
- Can embrace change

LANGUAGE

- English
- Tagalog
- Cebuano

PROFILE

Motivated and adaptable Virtual Assistant eager to support clients with organizational tasks. Quick learner with strong communication skills in Tagalog, English, and Cebuano. Dedicated to delivering reliable assistance and eager to learn and grow in the role.

WORK EXPERIENCE

Rebisco

Jul 2023 - Present

Food Safety Auditor

- Responsible for ensuring compliance with food safety standards and regulations throughout the production process.
- Conduct audits and inspections to assess adherence to food safety protocols, including HACCP and GMP.
- Collaborate with production teams to implement food safety measures and provide training on best practices.
- Conducts newly hired and refresher orientation sessions to ensure all employees are aware of and compliant with food safety protocols and procedures.

Ajinomoto

Jul 2022 - Dec 2022

Administrative Staff

- Maintain meticulous records of transactions, invoices, and correspondence to facilitate audits.
- Ensure accuracy and completeness of documentation for audit purposes.
- Process and track invoices, guaranteeing adherence to financial regulations and internal policies.

Red Ribbon

Mar 2019 - June 2019

Quality Control Office: Inline

- Responsible for monitoring and ensuring the quality of products at various stages of production.
- Conduct inspections, tests, and audits to identify defects or deviations from quality standards.
- Collaborate with production teams to address issues and implement corrective actions.
- Ensure compliance with quality control procedures and regulations.