

# CRISTINA FABELLA

Administrative Virtual Assistant | Food Manufacturing Support

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## PROFILE

Detail-oriented Administrative and Virtual Assistant with 6+ years of experience providing administrative, operational, and documentation support within the food manufacturing industry. Experienced in maintaining product specifications, inventory-related records, compliance documentation, and organized digital filing systems for food production operations. Highly proficient in Google Workspace and Outlook, with strong research and document retrieval skills. Proven track record of improving data accuracy, streamlining workflows, and maintaining organized systems in fast-paced, remote environments.

## CORE SKILLS

- Email & Calendar Management
- Google Workspace (Sheets, Drive, Docs)
- Data Entry & Contact List Management
- File Organization & Document Control
- Report Preparation & Spreadsheet Management
- Administrative Support & Task Coordination
- Supplier & Customer Communication
- Food Manufacturing Documentation
- PDF Handling & Document Formatting

## PROFESSIONAL EXPERIENCE

### Specifications Technologist

#### Kitchen Food Company – NSW, Australia | 2020 – 2026

- Managed and maintained 500+ product records and technical documents, ensuring 99% data accuracy
- Organized and structured shared file systems, reducing document retrieval time by 30%
- Coordinated with suppliers, internal departments, and stakeholders regarding product information, documentation, and operational updates.
- Communicated progress and updates via email, contributing to on-time completion of cross-functional projects (95% deadline adherence)
- Assisted with monitoring inventory-related records, supplier documentation, and operational follow-ups
- Maintained organized documentation systems aligned with food manufacturing compliance requirements

### Research & Development Supervisor

#### Republic Biscuit Corporation – Philippines | 2014 – 2018

- Led 20+ product development projects, managing documentation from concept to launch
- Maintained and organized 100+ technical and compliance documents, ensuring audit readiness and accessibility
- Improved documentation workflows by implementing SOPs, increasing team efficiency by 25%
- Conducted detailed research and data gathering, reducing information gaps and errors by 15%
- Edited and formatted reports and technical documents, improving document accuracy and consistency

## EDUCATION

Bachelor of Science in Food Technology | Polytechnic University of the Philippines | Manila, 2001

Master of Science in Food Science | University of the Philippines Los Baños