

GHELEENE S. BUENAFLOR, EPT

ENVIRONMENTAL TRAINING SPECIALIST

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📍 Neepawa, Manitoba, Canada

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KEY SKILLS

9 / 10

Training / Teaching

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Environmental Monitoring

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Research

8 / 10

Quality / Environmental Auditing

7 / 10

QGIS, R Studio

9 / 10

MS Office, Canva

EDUCATION

Certified Environmental Professional in-training (2023-2028)

Participant, ECO Canada's Mentorship Program (2023) and Environmental Foreign Talent Development Program (2023)

ECO Canada Essential Skills Training Certificate (online, 2023)

- Technical Writing Essentials
- Project Management Key Concepts
- Communication Essentials and Fundamentals of Environmental Consulting
- Navigating Canadian Environmental Law

MS in Environmental Studies, major in Industrial Ecology

University of the Philippines - Cebu

2017 – Present

University Scholar, 1st semester 2018-2019

College Scholar, 2nd semester 2017-2018

BS in Environmental Science

Ateneo de Manila University (Philippines)

1997 – 2001

Ateneo College Scholar, 1997-2001

Department of Science & Technology-Science

Education Institute Scholar, 1997-2001

SUMMARY

As a skilled environmental science professional with 20 years of experience, I offer expertise in training, project management, quality and environmental management systems, environmental impact assessments, and executive support. I have coordinated projects while honing my skills in environmental monitoring, community relations, regulatory compliance, and Corporate Social Responsibility. I am adaptable, organized, and passionate about bringing my diverse skill set to a dynamic team.

RELEVANT EXPERIENCE

2016 – 2023

Instructor, Surigao del Norte State University (SNSU)

Surigao City, Philippines

- As Program Chair (2018-2021), obtained Certificate of Program Compliance and Level 1 accreditation for the BS Environmental Science (BSES) Program
- Handled major courses under the BSES Program (online/face-to-face classes)
- Collaborated with faculty on research and extension projects
- Audited internal processes in conformance to ISO 9001:2015

2015 – 2016

Quality Management Systems (QMS) Documentation Coach, Caraga

Regional Hospital (CRH)

Surigao City, Philippines

- Reviewed and consolidated CRH's QMS
- Coached key personnel for ISO 9001:2015 certification

2015 – 2016

ISO 9001 Document Controller, Surigao Education Center (SEC)

Surigao City, Philippines

- Managed documentation to comply with ISO 9001:2015 standards

2014 – 2017

Corporate Secretary and Workshop Facilitator, Philippine Bizcamp, Inc.

Surigao City, Philippines

- Produced training materials and facilitated workshops
- Coordinated and documented core team meetings & training

2012 – 2014

Assistant to the Senior Vice President, Pacific Cement Philippines, Inc.

Surigao City, Philippines

- Provided executive support and managed procedures under Senior VP's Office
- Coordinated projects under the company's Corporate Social Responsibility
- Prepared Feasibility Study for the Baghouse Project for a bank loan
- Managed solicitations and donations under the company's Corporate Social Responsibility in coordination with the Sales, Finance, and Production Teams
- Recorded minutes of meetings and prepared correspondence for top management

ACTIVITIES

International Society for Industrial Ecology
Member (2020 – Present)

Caraga Mine Environmental Management Council
Treasurer (2008 – 2011)

Ateneo Gabay, Ateneo de Manila University
Secretary-General (2000 – 2001)
Member (1997 – 2000)

Science and Technology Organization of Ateneo
Member, Executive Committee (2000 – 2001)
Member (1997 – 2000)

Ateneo Environmental Science Society
Member, Executive Committee (2000 – 2001)
Member (1998 – 2000)

LANGUAGES

English, Tagalog, Cebuano, Surigaonon

PUBLICATION

Buenaflo, G. S., & Bataan, D. A. U. (2018). Predicting Waste Disposal Trends by Symbolic Regression Towards Sustainability in Surigao City, Philippines. *Journal of Science and Technology*, 4, 1–6.

REFERENCES

Pastor Vlad Makyeyev

Neepawa First Baptist Church, Neepawa, Manitoba, Canada

204-281-0672 vladlaura777@gmail.com

Ma. Simolette S. Tejol

Former Administration / IMS Manager, Pacific Cement Phil Inc.

Edmonton, Alberta, Canada

780-296-0932 sastejol@gmail.com

Jerry T. Cuadrado, MSc

*Former BSES Program Chair
Surigao del Norte State University
Surigao City, Philippines*

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2004 – 2012

Environmental/Field Specialist (Supervisory) to Safety & Environment Department Superintendent, Pacific Cement Philippines, Inc.

Surigao City, Philippines

- Oversaw and coordinated the programs and activities of Safety, Environment, and Community Relations sections
- Environmental monitoring within plant & neighboring communities (quarry reforestation, air & water quality, solid, toxic, and hazardous wastes)
- Liaised with regulatory agencies and prepared environmental reports/permits
- Handled Aspect/Impact Assessment, Operational Control, and Statutory & Regulatory Requirements during internal & external audits and assisted the Quality & Environmental Management Representatives in preparing documentation & formulating preventive/corrective actions
- Conducted internal quality audits (ISO 14001:2004 and ISO 9001:2008)
- Core team member, ISO 14001:2004 certification project (2005-2007) with zero nonconformity in external audits (ISO 9001:2008 & ISO 14001:2004) for three consecutive years in 2009-2011

2003 – 2004

Head Executive Assistant to the Regional Director, Environmental Management Bureau - Regional Office 13

Butuan City, Philippines

- Provided logistic and technical support to the Regional Director
- Acted as lecturer/resource person on solid waste management
- Developed information materials (fact sheets, flyers, and press releases)
- Prepared training design, reports, and minutes of technical conferences
- Co-hosted radio program on environmental advocacy

2002

Environmental Management Assistant, City Planning and Development Office

Surigao City, Philippines

- Provided executive support to the Environment & Natural Resources Officer

2001 – 2002

Research Assistant, Environment & Natural Resource Consultants, Inc.

Quezon City, Philippines

- Gathered and compiled information on biodiversity conservation programs
- Documented team and national workshops
- Compiled documents for project proposals

ENVIRONMENTAL ASSESSMENTS:

MS Thesis (in-progress):

- Environmental Impacts of the Beachfront Tourism Industry in Mabua Pebble Beach, Surigao City: Basis for Sustainable Tourism Management

Final Mine Rehabilitation and Decommissioning Plan (as Co-preparer):

- Plant and Quarry Sites (Limestone, Silica, and Iron Ore) of Pacific Cement Philippines, Inc. (Surigao City, Philippines, 2008)

Environmental Impact Assessment (as Co-preparer):

- Lapu-Lapu Cebu International College (Mactan, Cebu, Philippines, 2020)

Initial Environmental Examination (as Co-preparer):

- Almont Beach Resort (Surigao City, Philippines, 2008)
- Beach House & Cottages of Arch. Ricardo Go (Surigao City, Philippines, 2008)
- Iron Ore Quarry Project of Pacific Cement Philippines, Inc. (Surigao City, Philippines, 2006)
- Renovation & Expansion of the School Building of Northeastern Mindanao Colleges (Surigao City, Philippines, 2003)