SHARON BOTHA

Occupation	**QUALITY MANAGER**
Age	45
Gender	Female
Nationality	South African
Ethnic Group	White
Language	English, Afrikaans
Drivers Licence	Code EB
Desired job location	Midrand, Centurion, Pretoria, Isando
Current Employer	Aspirata
Availability	**2 weeks notice**

Contact Details

Cell phone	+27 82 320 5604
Email	**bothasharon@hotmail.com**
Residential Location	Pretoriuspark**,** Pretoria East, Pretoria, Gauteng, South Africa

Professional Profile

Experienced QC Microbiology Team leader with 8 years' supervisory experience and 19 years' experience in the FMCG (Infant Milk Formula / UHT) industry. Strong food safety, GLP, GMP and quality management knowledge. Exposure to HACCP, ISO 22000, ISO 17025 and auditing. Excellent administrative, attention to detail and planning skills.

Tertiary Education

2000
University of South Africa
Programme in Total Quality Management (with distinction)

1992
University of the Witwatersrand
B.Sc Honours (Microbiology)
**In the 2nd Class (Upper Division).*

1991
University of the Witwatersrand
B.Sc (Microbiology and Botany)
**Certificate of Merit for Mathematics I (1989).*

1988
Edenvale High School
Grade 12 (Matric)
**Distinction in Accounting.*
**Outstanding Achievement in Accounting and Mathematics Certificates (1987).*
**Half Colours in Academic Achievement (1986).*
**Outstanding Achievement in Accounting, Biology and Mathematics Certificates (1986).*
**Outstanding Achievement in Accounting, History and Geography Certificates (1985).*
**Outstanding Achievement in General Science Certificate (1984).*

Professional Courses / Training

2013	**Tetra Pak Start up Quality Control**
	Celsis Innovate System Training
2011	**ISO/IEC 17025: 2005**
	ISO 22000: Bridging the Gap Between HACCP and ISO 22000
	FSMS: Internal and Supplier Auditor
2010	**Best Microbiological Practices Workshop**
	Root Cause Analysis
	Labour Law and Industrial Relations
	Laboratory Safety and Chemical Grades
	HACCP Review and Maintenance
2009	**Incident Investigation Workshop**
	Environmental Awareness and Legal Liability for Management
2008	**Interaction Management Workshop**
	Finance for Non-Financial Managers
2007	**Practical People Management Skills**
2006	**Hazard Identification and Risk Assessment (HIRA)**

	Practical Confidence and Assertiveness Skills
2005	**PRP for HACCP and Food Safety**
2004	**Auditing To GMP Standards**
2003	**Internal Auditor ISO 9001: 2001 (SAATCA recognised) Certificate**
2002	**Understanding Quality**
	HACCP in Food Processing

Computer Skills

- Microsoft Word, Excel, PowerPoint (Basic)

Areas of Expertise

- GMP, Microbiological testing and analysis (according to B.A.M., U.S.P., B.P., EU and other official global methods).

Career History

1.1 MARCH 2016 - PRESENT

Aspirata Auditing Testing and Certification
Centurion, South Africa

QUALITY MANAGER

Responsibilities

- Reporting to the Technical Director.
- Implementing and maintaining the companies various quality management systems
- Undertake internal audits
- Provide updates to senior managers and directors around quality issues

1.2 OCTOBER 2015 – FEBRUARY 2016

Aspirata Auditing Testing and Certification
Centurion, South Africa

MICROBIOLOGY LAB SERVICE LINE LEADER

Responsibilities

- Reporting to the Technical Director.
- Directly managing a staff complement of 4.
- Budget and finances of the laboratory
- Monitor the expenses of the laboratory and the approval thereof
- Prepare quotes for customers.
- Liaise with all clients and potential clients
- Log and Investigate client complaints.
- Oversee the running of the Outsource Laboratory

1.3 2007 – SEPTEMBER 2015

Aspen Nutritionals
Olifantsfontein, South Africa

QC MICROBIOLOGY TEAM LEADER

Responsibilities

- Reporting to the Quality Control Manager.
- Directly supervising staff complement of 5.
- Implementing and maintaining ISO 17025: 2005 and SANAS requirements in the micro lab.
- Ensuring that the required resources, systems and SOP's are reviewed, authorised and are regularly monitored, adapted and improved to ensure compliance to GMP/GLP and ISO 1705 regulations/standards.
- Ensuring that lab staff operates within the Quality System.
- Optimising staff, time and equipment to streamline the workflow.
- Taking final responsibility for reports regarding technical content and accuracy. Technical signatory - signing off reports and issuing results.
- Ensuring product is timeously tested in order to meet release deadlines.
- Controlling expenses by overseeing stock and ensuring wastage is minimised.
- Maintaining environmental microbiological swabbing programme.
- Reviewing and reporting timeously to service production and improve plant environment.
- Ensuring that initial and continuous departmental personnel training and competence is carried out and recorded.

- Developing all personnel under direct control and determining staff technical training needs. Submitting departmental WSP to HR annually.
- Ensuring that methods are validated and fit for purpose.
- Complying with health and safety procedures as laid down by legislation.
- Supervising the micro lab proficiency testing program and evaluating results to determine trends.
- Maintaining staff job profiles and participating in recruiting and selecting new personnel.
- Compiling a monthly report for Management.
- Investigating and implementing corrective and preventative action as applicable. Correcting non conformities and potential non conformities and performing investigations on OOS results.
- Ensuring that personnel operate within company policies.
- Identifying laboratory needs and making recommendations to Senior Management.
- Setting staff KPA's and conducting performance appraisals twice annually.
- Handling applications for leave.
- Resolving IR issues.
- Prioritising and delegating operational issues.
- Active member of the Food Safety (HACCP) Management team. Assisting in verifying HACCP plans and external supplier audits.
- Member of the RCA team for any microbiological out of specification results and rejections.
- UHT Celsis Super User.

Achievements
- Contributed towards the implementation of ISO 17025 in the Microbiology Lab.

1.4 1996 – 2007

Aspen Nutritionals
Olifantsfontein, South Africa

MICROBIOLOGIST

Responsibilities
- Reporting to the Microbiology Supervisor.
- Preparing and sterilising Media.
- Testing raw materials, in process samples, final products, stability samples, customer complaints and environmental samples.
- Monitoring environment and testing samples.
- Swabbing plant equipment using conventional method as well as rapid, i.e. ATP.
- Performing autoclave operation.
- Calibrating pH meter, verifying weighing balances, pipettes and micropipettors.
- Controlling and verifying media.
- Monitoring temperature of incubators and fridges.
- Verifying and maintaining stock cultures.
- Sampling and testing water.
- Enumerating Total Microbial Activity (TPC), Coliforms (MPN),Faecal Coliforms, Enterobacteriaceae, Yeasts and Moulds, Enterococci, Sulphite Reducing Anaerobes (Clostridia), Thermophiles, Spore Forming Bacteria, Staphylococcus Aureus and Bacillus Cereus.
- Detecting pathogens: Salmonella, Cronobacter species, Listeria species using conventional methods and ELISA technique.
- Identifying different micro organisms using Gram staining and API.
- Performing Antibiotic Residue Detection in raw materials using Delvotest.
- Assisting with external and internal audits.
- Performing monthly sanitation audits.
- Analysing UHT packs.
- Active member of the HACCP team.
- Performing microbial assays for Cyanocobalamin (B12), Inositol, Biotin and Niacin.

Achievements
- Established and maintained an extensive environmental monitoring and sanitation program.
- Contributed to the company achieving HACCP Accreditation.

1.5 1995 – 1996

Inmed(Pharmaceutical:Sterile Products)
Midrand, Gauteng

QC SUPERVISOR

Responsibilities

- Reporting to the Managing Director.
- Directly managing a staff complement of 1.
- Planning and executing routine stability studies.
- Planning and controlling routine equipment calibrations.
- Controlling the retention sample store.
- Controlling all documentation: continuously updating all QC work instructions, raw material specifications and QC standard operating procedures.
- Carrying out all the duties of the Laboratory Manager.
- Daily routine testing of:
  - Water (LAL/chemistry).
  - Bioburdens (microbiological sampling).
  - Product (Chemistry: in process and final).
- Testing sterility of final product.
- Controlling and documenting all reagents.
- Releasing raw material: documenting, sampling and testing.

Achievements

- Established operating procedures.

Career History: Previous Positions

2.	**QC LABORATORY MANAGER** Inmed(Pharmaceutical) 1994 – 1995
3.	**PRODUCTION TECHNICIAN** SAIMR(Vaccine Production) 1993 – 1994

Key Strengths

- A constructive team player with management skills.
- Focused, self motivated and target driven; determined to succeed.
- Well-organised, strong prioritisation and time management skills with particular focus on meeting deadlines.
- Used to working under pressure and meeting strict deadlines.
- Willing to learn and adapt to changing environments/new situations.
- A critical thinker - strong analytical skills, highly accurate and probing.
- Attention to detail, planning, organisation and daily delivery requirements.
- Ability to interact with other people at all levels of an organisation and establish good working relationships.

Endorsements

"...Sharon has shown **commitment** and a **dedication** to all her tasks as well as a **willingness** to learn an extensive array of new techniques. She has displayed **leadership** qualities and capability to work in harmony with her fellow workers and **excelled** in a challenging new technical environment." *HJP Van Wyk, Managing Director, Inmed, Pharmacare Ltd*

References

Available on request.

Linked In Profile

https://za.linkedin.com/in/sharon-botha-93397087