Grace Tang

WORK HISTORY

Quality Control Chemist - Neon Cosmetics Pty Ltd, Bayswater VIC

December 2023 - Ongoing

- Conducts routine and in-depth quality control testing on raw materials, in-process batches, and finished cosmetic products to ensure compliance with specifications and industry standards.
- Develops and validates analytical methods to assess product stability, performance, and safety.
- Investigates deviations, out-of-specification results, and customer complaints, implementing corrective and preventive actions (CAPA) as needed.
- Collaborates with the formulation team to optimize product consistency and troubleshoot formulation issues.
- Maintains detailed laboratory records and prepares quality reports for regulatory compliance and internal audits.
- Ensures adherence to Good Manufacturing Practices (GMP) and regulatory guidelines for cosmetic production.
- Coordinates with suppliers to assess raw material quality and address non-conformance issues.

Formulation Chemist Assistant - AXD Pty Ltd, Coburg VIC

JUNE 2022 - DECEMBER 2023

- Developed cosmetic products according to desired product quality within specified deadline
- Ensured products created comply to shelf life claims by conducting routine stability testing
- Liaised with suppliers to obtain needed raw materials
- Collected and maintained technical documentation on raw materials and formulation for required specifications, labelling, and other compliance requirements

EDUCATION

Bachelor of Science (Chemistry)

Swinburne University of Technology

AWARDS

- <u>Season 5 Protostar</u> grant by Blackbird Foundation, for my "UV Photo Booth" project
- July 2021 Awesome Foundation grant for my citizen science project <u>"UV Photo Booth"</u>
- GovHack 2020 Silver Medal prize for developing <u>Watchtower</u>, an operational management system to improve modern emergency services
- Swinburne Emerging Leader program Global Citizenship certification

VOLUNTEERING EXPERIENCE

Co-Dean - Awesome Foundation Melbourne

MARCH 2022 - PRESENT

The Awesome Foundation is a microphilanthropy group that awards \$1000 grants each month to a project making Melbourne more awesome.

- Facilitating regular member meetings
- Curating grant applications to present to the board
- Managing the Foundation's website and social media

Science Representative - Women in STEM at Swinburne

2020 - 2021

- Event management for an online Science Panel Discussion and Science Industry Webinar
- Produced social media promotion

Marketing Director - Malaysians in Swinburne Association

2019 - 2020

- Led marketing team
- Produced event promotion and ad content
- Managed club social media accounts and internal communications

REFERENCES

David Ma (Dean of the Awesome Foundation, Melbourne) melbourne@awesomefoundation.org

Alexa Dinant (Product Development Scientist of AXD Pty Ltd, Melbourne) alexa@axdpharma.com

Sanduni Jinadasa ('20-21 Vice President of Women in STEM at Swinburne) sandunisara@gmail.com