

Hired as sales July - 4 12k + 2 months

MARIBETH MEMIJE PAREDES

Consuelo Subd., Putol, Kawit, Cavite Philippines

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OBJECTIVE:

Seeking for a position that will allow me to utilize both my extensive technical and customer service experience.

PROFESSIONAL BACKGROUND:

WENAMAR'S TRADING

Bucal Tanza Cavite

Trading Company – Wooden Pallets and other Packaging Material

December 5, 2015 - Present

Production and Planning Control Officer

Responsibilities:

- Meet all customer commitments through the production of timely, efficient and high quality products and service.
- Maintain Order Entry discipline.
- Assures all work entered into production follows the order entry standards and procedures.
- Approve exceptional or extraordinary jobs and specifications.
- Update and maintain production schedule.
- Assures the pricing accuracy of all job tickets.
- Organize workflow according to workload to meet delivery schedule and to complete assigned jobs.
- Maintain production control records and provide information to sales representatives, customers and management with regard to delivery dates, schedules and operating problems.
- Develop, manage and maintain an automated workflow system that interfaces order entry, prepress, and digital and print production
- Coordinate and maintain the order entry standards and procedures for the company.
- Coordinate and schedule for prepress/digital training relating to the digital standards and procedures.
- Schedule, plan and conduct Morning Production Meetings.
- Prepare, update, and communicate the production schedule.
- Manage the coordination and control of all jobs/work orders.
- Monitor quality, accuracy, and timeliness of all orders to ensure customer commitments are met through production of high quality material that meets customer delivery expectations.

Design and Development Officer

Responsibilities:

- Computing the material requirements cost;
- Communicating with customer;
- Monitoring of all requested samples for customer;
- Responsible for creating innovative designs that will utilized customer's packaging needs.
- Compare and analyzes current and proposed packaging.
- Prepares weekly, monthly & quarterly reports.

Sales Representative

Responsibilities:

- Provide assistance to customers regarding company products, standards, quality and specifications and solutions.
- Assessing customer's requirements and needs, and have a thorough understanding and knowledge of specifications, materials and technical uses.
- Can effectively communicate with all levels of management.
- Handling and verifying the product required to provide assurance and accuracy of delivery and requirement.
- Manage and handle customer pricing, will help monitor materials, open purchase orders and delivery.
- Will resolve complaints, issues and act as intermediary and representative between Customer and Company.
- Responsible for developing new accounts/customer.

SSCP MLA INC.

Cavite Export Processing Zone, Rosario, Cavite, Philippines
Manufacturing – Plastic Corrugated / Danpla

Sales Representative

June 1, 2014 – December 4, 2015

Responsibilities:

- Direct reporting to the Sales Manager.
- Provide assistance to customers regarding company products, standards, quality and specifications and solutions.
- Assessing customer's requirements and needs, and have a thorough understanding and knowledge of specifications, materials and technical uses.
- Can effectively communicate with all levels of management.
- Handling and verifying the product required to provide assurance and accuracy of delivery and requirement.
- Manage and handle customer pricing, will help monitor materials, open purchase orders and delivery.
- Will resolve complaints, issues and act as intermediary and representative between Customer and Company.
- Will help inform other departments of new developments and projects from customer.
- Responsible for developing new accounts/customer.
- Perform other duties that may be assigned from time to time.

CHIAO LIN ELECTRONICS PHILS. CORP.

Blk 2 Lot 2 Phase 2, Cavite Export Processing Zone, Rosario, Cavite, Philippines
Manufacturing - Electronics
ISO Internal Auditor

Sales Representative

September 16, 2010 – June 30, 2011

Responsibilities:

- Direct reporting to the Sales Manager.
- Provide assistance to customers regarding company products, standards, quality and specifications and solutions.
- Assessing customer's requirements and needs, and have a thorough understanding and knowledge of specifications, materials and technical uses.
- Can effectively communicate with all levels of management.
- Handling and verifying the product required to provide assurance and accuracy of delivery and requirement.
- Manage and handle customer pricing, will help monitor materials, open purchase orders and delivery.
- Will resolve complaints, issues and act as intermediary and representative between Customer and Company.
- Will help inform other departments of new developments and projects from customer.
- Responsible for developing new accounts/customer.
- Perform other duties that may be assigned from time to time.

HR Staff

July 19 – September 15, 2010

Responsibilities:

- Responsible for recruitment and hiring of qualified employees, includes preparation of time cards, identification cards, orientation program, probationary contract before placement of any employees.
- Implementation of Company Rules and Regulations, and Policies.
- Responsible for Personnel Data Management (201 files).
- Prepares apprenticeship and contract agreement, authorization letters, reports, memoranda and other business correspondence.
- Prepares disciplinary action of employees.
- Responsible in counseling employees regarding work related problems.
- Assist in proper implementation of training plan, training of operators and giving examinations.
- Updating certification ID's and Certificate of Competency.

- Perform other duties that may be assigned from time to time.

HEAVY DUTY PACKAGING CORPORATION

Phase 3, Cavite Export Processing Zone, Rosario, Cavite, Philippines

Manufacturing - Packaging

ISO Internal Auditor

May 27, 2005 – July 15, 2010

Technical - Supervisor

Responsibilities:

- Computing the material requirements cost;
- Responsible for orienting of ISO Departmental Procedure to the whole department and to the other company.
- Communicating with customer;
- Monitoring of all requested samples for customer;
- Responsible for encoding of all new customers to the system.
- Responsible for creating innovative designs that will utilized customer's packaging needs.
- Compare and analyzes current and proposed packaging.
- Prepares manufacturing procedures to be used by production department.
- Develop patterns, die-cut blades and printing.
- Prepares AutoCAD drawings for customer's presentation.
- Prepares manufacturing drawings for production department.
- Prepares rendering for finished drawing.
- Prepares weekly, monthly & quarterly reports.
- CorelDRAW X4 Operator.
- AutoCAD Operator 2D and 3D.

Sales Staff

Responsibilities:

- Direct reporting to the Sales Director;
- Coordinate needs of house accounts in terms of samples, request, etc.;
- In-charge of filling up Request for Quotation Form (RQF) & Request for Sample Product Form (RSPF) for house accounts, and coordinating with Technical and/or other departments involved;
- Type quotations, letters and other clerical work primarily for house accounts, and secondary for other accounts;
- Must keep files for sales department;
- Monitor Purchase Order (P.O.) of house accounts;
- Must be updated in P.O. and delivery details of house accounts;
- Answer phone calls and takes messages in behalf of the sales department;
- Responsible in relaying and vital information received from clients to sales department head;
- Assist sales department head with ISO filling and other ISO requirements;
- Assist the sales department with general affairs as deemed necessary.
- Other duties that may assigned from time to time by management.

Customer Service Representative

Responsibilities:

- Monitoring of Purchase Order;
- Encoding of Purchase Order;
- Communicating with customer;
- Coordinating with Production and Logistics Department;
- Filing of Purchase Order;
- Encode all clerical works.
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Document Center Controller

Responsibilities:

- Shall be responsible for administration, control and classification of use of all documents registered in DCC;
- Shall be responsible for the distribution and disposal of all obsolete/superseded document;
- Monitoring for all revision/any changes in documents;
- Shall be responsible for all records/attachment related to the procedure shall be maintained.

Invoicing Staff

Responsibilities:

- Monitoring of delivery receipt and sales invoice;
- Issuance of delivery receipt and sales invoice;
- Filing, encoding;
- Posting of delivery receipt;
- Monitoring of delivery receipt for sample;
- Encode all clerical works.

EDUCATIONAL BACKGROUND:

COLLEGE

Philippine Christian University
1648 Taft Ave., Cor. Pedro Gil St., Manila, Philippines
Bachelor of Science in Computer Science
Major in Computer Science
2001 – 2005

HIGH SCHOOL

Imus Institute
Nueno Ave., Imus Cavite, Philippines
1997 – 2001

ELEMENTARY

Emmanuel Christian Academy
San Rafael IV Noveleta, Cavite, Philippines
1991 – 1997

SEMINARS ATTENDED:

1. ISO Internal Auditor Training
HeavyDuty Packaging Corp.
Phase 3 CEPZ Rosario Cavite, Phils.
March 19, 2007
2. Effective Leadership Training (Supervisory Training)
Containerboard & Packaging Company Inc.
Lot 1-b, Carmelray Industrial Park II, Brgy. Punta, Calamba City, Laguna, Phils.
November 07, 2008 Company Inc.
3. Training for Quality and Productivity
Containerboard & Packaging Company Inc.
Lot 1-b, Carmelray Industrial Park II, Brgy. Punta, Calamba City, Laguna, Phils.
August 20, 2009
4. CorelDRAW X4 Fundamentals
Philippine Center for Creative Imaging
Kodak Bldg. Chino Roces Ave. MAKati City, Phils.
February 15-17, 2010

PERSONAL INFORMATION:

Date of Birth : March 12, 1986
Place of Birth : Metro Manila, Phils.
Sex : Female
Height : 5'3"
Weight : 115 lbs
Civil Status : Married
Nationality : Filipino
Religion : Born Again Christian
Languages/ : English, Tagalog
Dialects

REFERENCES:

Ms. Rowena Apiladas
Sales Manager
Chiao Lin Electronic Phils. Corp.
Phase 2, Cavite Export Processing Zone, Rosario, Cavite, Phils.
(63)(917)551-5585

Mr. Diosdado L. Nuñez
Manager/ Technical Department
Heavy Duty Packaging Corporation
Phase 3, Cavite Export Processing Zone, Rosario, Cavite, Phils.
Tel Nos. (63)(0917)895-0592

Mr. Herbert Chua
General Manager
Chiao Lin Electronic Phils. Corp.
Phase 2, Cavite Export Processing Zone, Rosario, Cavite, Phils.
(63)(917)502-2355

I **HEREBY** certify that all information given is true and correct to the best of my knowledge and any fraudulent misinterpretation herein made shall be enough ground for the company to act unfavorably on my application to be used as a basis of sanction in the event that I am hired.


MARIBETH M. PAREDES