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Maxeon Solar Technologies
Biñan City

Dear Sir/Ma'am,

Good day!

Please accept my application for the Senior Partner and Operations Support Representative position. After reading the job descriptions, I am confident that I would be a perfect fit in this position, as my experience and abilities precisely match your requirements.

Are you looking for a Senior Partner and Operations Support Representative with:

- Seven (7) years of hands-on experience in sales role that specializing in customer service and order management?
- Proficient in MS office (Excel formulas, Word, Power Point, Outlook)?
- Ability to communicate effectively with customers?
- Excellent written and oral communication skills?
- Well-trained in receiving and analyzing customer POs?
- Well-trained in handling and processing delivery documents such as sales invoice, delivery receipt, PEZA documents, proforma invoice, packing list and bill of lading?
- Ability to communicate with other departments to meet the customer requirements?
- Ability to be flexible and go beyond the everyday job requirements to get problem solved?
- Ability to adapt of large amount of data?
- A passion to learn and increase her skills?
- Can work under minimal supervision?

If so, then I am confident that I am fitted in this position and you don't need to look further. You will see from my enclosed resume that I meet all of these qualifications and more.

I would very much like to discuss opportunities with Maxeon. To schedule an interview, please text or call me at 0907-543-9715.

Thank you for taking the time to review my resume. I am looking forward to know more about your company and the position.

Thank you very much.
Sincerely,

Manilyn Ratonel