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|  | | **SKILLS**  • Experiences in sales and administrative positions.  • Proficient in Microsoft Office (Word, Excel [especially in excel formulas],  Power Point, and Outlook).  • High energy, dynamic and a quick learner.  • Well-trained in handling documents.  • Well-trained in preparing sales reports.  • Can perform duties/tasks assigned by her superiors in support of the goals  and objectives of the business.  **SEMINARS ATTENDED**  **ACTS Computer College | Sta. Cruz, Laguna** • *September 04, 2010*  Personality Development  **ACTS Computer College | Sta. Cruz, Laguna** • *October 22, 2011*  Solid Waste Management through Vermicomposting Technology  **ACTS Computer College | Sta. Cruz, Laguna** • *Feb. 09, 2012 & Mar. 02, 2013*  ACTS 1st & 2nd BEST (Business, Entrepreneur, Synergies Symposium  Thrust of a Sustainable Economy) Philippine Trade Training Center | Pasay, Manila • *November 10, 2015* Quality Customer Service  **Fujitsu Die-Tech Corp. of the Phils. | Biñan, Laguna** • *December 16, 2015*  Developing and Controlling QMS Documents and Records / DC Toolbox Awareness |  |
| **Manilyn R. Ratonel**  Marker | |
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| Email  manilynratonel03@gmail.com |  |
| December 7, 1992 | |
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**EXPERIENCE**

**July 2013-December 2013**

**Production Operator • Transitions Optical Philippines Inc.**

• Operated machines • Prepared documents needed in production line

**September 2014-Present**

**Sales Staff • Fujitsu Die-Tech Corp. of the Philippines**

• Responsible in preparing, sending and follow-up status of quotations

• Preparing of delivery documents such as sales invoice, delivery receipt,

proforma invoice, packing list and other sales related documents and records

• Receiving Purchase Orders and inputting new orders in System

• Coordinates with responsible areas with regards to deliveries

• Coordinates with Customer regarding their concerns and suggestions

• Distribute and collect customer survey form, and prepare reports

• Monitor Sales target and Sales Output

• Prepare Sales reports in a weekly and monthly basis

**EDUCATION**

**ACTS COMPUTER COLLEGE**

*2009-2013*

Bachelor of Science in Business

Administration Major in Management with Computer Application (Position Paper: An Assessment on the Marketing Strategies Implemented by the Selected Handicraft Stores in Paete, Laguna)

**POTEN & ELISEO QUESADA MEMORIAL NATIONAL HIGH SCHOOL**

*2005-2009*

**OBJECTIVE**

Seeking a sales job that offers a vibrant workplace where I can use my sales experience and proven customer-relationship strengths to achieve challenging sales goals. A position wherein my administrative experiences and communication abilities will be useful in fostering the growth of the organization.

**REFERENCES**

**Mr. Carlo Micosa**

Sales Asst. Supervisor • Fujitsu Die-Tech Corp. of the Philippines

0956-560-0592

**Ms. Ma. Angelica Martinez**

Sales Analyst • SunPower Philippines

0929-493-5720

**Rev. Christian Fer Ibañez**

Parish Priest • Iglesia Filipina Independiente (IFI)

0930-285-6426