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|  | | |  | Manilyn R. Ratonel  **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 and sending of quotation, sales invoice 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 |
| **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.  **REFERENCES**   * **Rev. Christian Fer Ibañez** * Parish Priest • Iglesia Filipina Independiente (IFI) * 0930-285-6426 * **Ms. Ma. Angelica Martinez** * Sales Staff • Fujitsu Die-Tech Corp. of the Phils. * 0929 493 5720   **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 |
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**REFERENCES**

**Mr. Carlo Micosa**

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

**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.