**RODELYN**

[**RODELYN.289173@2freemail.com**](mailto:RODELYN.289173@2freemail.com)

**OBJECTIVE:**

To be part of your company where I can utilize my skills, knowledge and experience that I had learned from my previous works.

**EDUCATION:**

Tertiary : Carlos A. Hilado Mem. State College

**Bachelor of Science in Accountancy**

Bacolod City, Neg. Occ. 1996 - 2000

Secondary: Rafael B. Lacson Mem. High School Talisay City, Neg. Occ.

1992 - 1996

Tertiary : Talisay Elementary School Talisay City, Neg. Occ. 1986 - 1992

**SKILLS:**

* Microsoft Outlook, Word, Excel, & PowerPoint
* Knowledgeable in SAP (Systems Applications & Products)
* Good in Typing
* Good in interpersonal and negotiation skills.
* Responsible, hardworking, patient, organized, and able to work under pressure.
* Can easily acquire new knowledge and skills

**TRAININGS & SEMINARS:**

* EFFECTIVE NEGOTIATION

Philippine Institute for Supply Management

January 28 – 29, 2011

* ETHICS PROCUREMENT Transprocure November 5, 2010
* SAP WORKSHOP for Supplier Relationship URC Procurement SAP Team

October 2010

* SAP TRAINING

URC Procurement SAP Team

September 2010

* ADVANCE PURCHASING TECHNIQUES Philippine Institute for Supply Management July 2010
* FUNDAMENTAL OF PURCHASING Philippine Institute for Supply Management November 20 & 25, 2009
* PROCUREMENT COMPETENCIES WORKSHOP URC HRD

August 2009

**WORK EXPERIENCES:**

**Design, Inc.**

**Executive Assistant, December 1, 2011 – May 25, 2016**

* Responsible for heavy calendar management of the COO.
* Assist to the needs of Chief Operating Officer and in a day to day operation.
* Taking Minutes of the Meeting
* Process government and business permits.
* Register names, logo, mark, design, and utility model in IPO.
* Handles highly confidential information.
* Responsible for the consolidation of plant request of Office Supplies.
* Assist the training officers & HRD in all plant activities.

**Robina Corporation, Pasig City**

**Category Buyer, January 2011- November 2011**

* Responsible for the procurement of Cleaning Supplies, Laboratory Supplies and Chemicals, Industrial Chemicals, Promo & Merchandising, Hardwares, and GMP Uniforms needed by plants and assure that all orders are delivered on time with corresponding Warehouse Receipts.
* Coordinates with all concerned departments in developing alternative items to reduce costs.
* Prepare Monthly Report / Record for all Purchased
* Conducts supplier performance evaluation and plant visit/audit.
* Performs other tasks that may be assigned by immediate superior from time to time.
* Organized all department activities.

**Highlights of Achievements**

* Met the following KPIs (Key Performance Indicator) for FY2010
* Requirement of all Plants of URC are purchased within the lead time of 10 days, thus, meeting the KPIs for processing Purchase Requisition/Shopping Cart
* Contributed in the fiscal year 2010 savings of 2.5M for all purchases thru: Price Negotiation.
* Consolidated the volume requirements for standardization and applying for contract for 1year for repetitive items.
* Canvassed from un-accredited suppliers and used as basis for price negotiation if the price is lower.
* Deliveries by suppliers are closely monitored to ascertain on-time deliveries and meet the delivery fulfillment KPI.

**Universal Robina Corporation, Pasig City**

**Executive Assistant, July 2008- Dec. 2010**

* Responsible for heavy calendar management, requiring interaction w/ both internal and external executives and assistants, and to coordinate a variety of complex executive meetings.
* Answers phones and direct all incoming calls to appropriate party promptly and efficiently.
* Assist the VP Procurement – URC Regional w/ preparation of presentation of materials.
* Review and summarize miscellaneous reports and documents; prepare background documents and outgoing mails as necessary.
* Arrange travel schedule and reservations for executive management as needed.
* Handles highly confidential information.
* Trained as Category Buyer, responsible for the procurement of Cleaning & Janitorial Supplies.
* Organized all department activities.

**Highlights of Achievements**

* Met the following KPIs (Key Performance Indicator) for FY2009
* Promoted as Category Buyer
* Awarded as “Perfect Attendance” for 1 year.

**Viger Trading, Makati City**

**Sales Representative, 2005-2008**

* Manages and develop new accounts.
* Meeting with customer to determine their requirements.
* Sell the meat products to canteen, restaurants, and hotels.
* Expand and control both fresh and existing accounts.
* Study and recommend alternatives to clients.

**Survivor’s BBQ & Grill, Makati City**

**Canteen Supervisor, 2001-2005**

* Increases the sales with the help of new strategies and plans.
* Implement canteen tick list for duties to be performed on each day.
* Be responsible for planning, organizing, and monitoring the day to day operations of the canteen.
* Order all food and drink items considered necessary to stock the canteen at the beginning of the season
* Arrange of pick up/delivery of all canteen items
* Supervise canteen staff as required and assist during busy periods.
* Ensure that the correct food handling and hygiene practices are observed to prevent food spoilage and contamination
* Be responsible for ensuring that any cleaning related to the main function of the canteen is carried out daily and also responsible for security in the canteen such as money, keys, locking all doors and windows and restricting entry to the canteen to only those who are authorized to be there

**SM North-Edsa, Quezon City**

**Cashier, Aug – Dec 2000**

* Enters purchases into cash register to calculate total purchase price.
* Accepts cash, gift checks, or bankcards for payment; completes gift check and bankcard transactions according to established procedure.
* Counts money, gives change and issues receipt for funds received.
* Calculates discounts or references; requests customer identification for certain discounts and receipts as required.
* Maintains sufficient amounts of change in cash drawer.
* Balances cash drawer and receipts; documents discrepancies.
* Provide good service to all customers by maintaining a friendly environment.