**JOAN**

**JOAN.333057@2freemail.com**

**OBJECTIVES**

To be a part of an institution where I can practice and share the knowledge I acquired from years of continuous learning and to seek further challenges in work where I can exert more effort with full dedication to achieve higher level of professionalism and contribute to the growth of the company.

**EDUCATION**

**Bachelor of Science in Information and Computer Science (BSICS)**

Philippine Women’s University (PWU) Taft Avenue, Manila (2001 – 2004)

**SKILLS**

* **Client Relations**: With good communication and interpersonal skills, client and service oriented
* **Technical Skills**: Computer literate (Microsoft Office – MS Word, Excel, PowerPoint and Outlook) and with good typing skills
* **Management and Leadership skills**: Possesses quality leadership traits and planning skills.

**WORKING EXPERIENCE**

**Vine Dresser, Inc.**

**Head Senior Merchandiser, Merchandising Dept.,** Tanauan City, Batangas

August 2015 up to December 2016

**Duties and Responsibilities**

* Overall monitoring of Merchandising department for all accounts handled by Merchandisers from sampling up to shipping
* Prepares and edits line schedule providing the needed information from Korea PSR for the planning of each lines (lines 1 to 18) which is based on their CM that is also depends on the status of each styles per accounts
* Reporting all the status of each accounts per styles in production meeting held every Monday
* Internal communication on all departments
* External communication on vendor side through Microsoft Outlook
* Mediating production and quality departments
* Giving shipping instructions and following shipping
* To maintain commitment to vendor/ buyer

**Vine Dresser, Inc.**

**Senior Merchandiser, Merchandising Dept.,** Tanauan City, Batangas

March 2012 up to August 2015 – Handled EXPRESS & NY&Co Accounts

**Duties and Responsibilities**

* Production Monitoring from garment samples up to the garment shipment
* One by one checking of garment samples for the consumption of needed raw materials
* To arrange all the materials needed for the garments to manufacture and export
* To Purchase of needed accessories locally based on given breakdowns provided by vendor and transacting w/ suppliers
* To monitor collection of raw materials as per time schedule
* To monitor quantity and quality of the collected raw materials
* Handles quality issues for sampling as well as production
* To prepare the needed details and information for the Pre-production meeting for all involved departments to proceed production
* To monitor garment production progress as per time schedule
* To monitor desired/ imposed quality level of the produced garment
* To monitor garment packing instructions
* Giving shipping instructions and following shipping
* To follow up payment collection against garments export as per schedule
* Communicating with buyers/ vendors by e-mail for new queries as well as updates
* Maintaining each styles files for all running orders

Vine Dresser, Inc.

**Merchandiser, Merchandising Dept**., Tanauan City, Batangas

September 2008 up to March 2012

**Duties and Responsibilities**

* Sample dispatcher – submission of samples to buyer through courier (Fedex/ DHL/ Doora)
* To Prepare weekly shipment schedule and to monitor
* To Prepare & monitor General Certificate of Conformity (GCOC) – online certification
* To monitor Vendor Purchase Order Sheet (VPO sheet) and size breakdowns
* To Prepare Packing List then forward to all concerns
* E-mail Communication

Vine Dresser, Inc.

**Secretary/ Receptionist**, Tanauan City, Batangas

October 2006 up to September 2008

 **Duties and Responsibilities**

* Welcomes visitor by greeting them warmly
* Preparing visitors any drinks and meals
* Booking meetings
* Answering and forwarding phone calls
* Screening phone calls
* Assist all departments call and transfer to them
* Records all the outgoing dialed numbers
* Arranging couriers
* Sorting and distributing post
* Records all the incoming packages and distributing to every to concern department

**PERSONAL INFORMATION**

Age: 32

Date of Birth: August 9, 1984

Sex: Female

Civil Status: Married

Religion: Roman Catholic

Citizenship: Filipino

Visa Status: Tourist Visa

I hereby certify that the foregoing information mentioned above are true and correct to the best of my knowledge.