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| |  | | --- | |  | | [**Jeffrey.363634@2freemail.com**](mailto:Jeffrey.363634@2freemail.com) | |
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| Experience | 6 years |
| Previous | Nutritional Specialist  HiPP Organic Milk Inc.- Antech Philippines  Professional Medical Representative  Britton Distributions Inc.  HR- Administrator  Chevron Holdings Inc. |
| Education | Our Lady of Fatima University Bachelor's, Nursing (2011) |
| Nationality | Philippines |
| PR | Philippines |

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| **Experience** | | | | |
| |  |  | | --- | --- | | March 2014 – March 2017 | **Nutritional Specialist Advanced Nutritional Technologies Inc. (HiPP Organic Milk)** | |  | |  | RESPONSIBILITIES:  • Maintains accurate and up-to-date records and files necessary for the management of his/her Medical Territory. Maintains, handles and keeps in good condition all company samples, Class A Precursors, literature, books and promotional items, and provides the appropriate storage for these supplies. • Conducts/Represents PCH displays at company-designated hospitals, health professional conferences and/or conventions. This may require working some evenings or weekends as required. • Sets-up, arranges, implements and encourages CE/CME events with small groups of healthcare professionals in his/her territory. | | | | | |
| March 2013- March 2014 | | | **Professional Medical Representative Britton Distributions Inc.** | |
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|  | RESPONSIBILITIES:  \*Take the lead role in selling MDOL products/services to prospective healthcare organizations along with managing distribution partners' activity within an assigned geographical region.  Responsibility for the sales process from initial point of contact (lead generation), presentations, proposals, through contract negotiations and execution. Meet/exceed minimum quarterly and annual salesobjectives.  \*Work closely with the operational and tele-services teams, utilize relationships to ensure that product implementation schedules are met. | | | |
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| March 2011–March 2013 (2 year ) | | **HR Admin Associate** Chevron Holdings Inc. | | |
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|  | RESPONSIBILITIES:  \*Recruiting and staffing logistics and performance management and improvement tracking systems;  \*Employee orientation, development, and training logistics and recordkeeping. Assisting with employee relations;  \*Company-wide committee facilitation and participation. Company employee communication. Compensation and benefits administration and recordkeeping;  \*Employee safety, welfare, wellness and health reporting and Employee services. Maintaining employee files and the HR filing system. Assisting with the day-to-day efficient operation of the HR office. | | | |
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| **Education** | | | | |
| 2011 | **Our Lady of Fatima University** Bachelor's/College Degree in Nursing | Philippines | | | |
|  | Major | | | Community Health Nurse |
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| **Skills** | | | | |
| Advanced | Procurement, Safety Management, Human Relations, Logistics, Recruitment, Computer Literate, Communication Skills, Driving skills, Sales And Marketing | | | |
| *Proficiency level: 0 - Poor, 10 - Excellent* | | | | |
| Skills | Proficiency Lvl Relevant Certificates | | | |
| Excel, Presentation | 10 - | | | |
| Analysis | 10 - | | | |
|  |  | | |  |
| **Languages** | | | | |
| *Proficiency level: 0 - Poor, 10 - Excellent* | | | | |
| Language | Spoken Written Relevant Certificates | | | |
| English | 10 10 - | | | |
| Filipino | 10 10 - | | | |
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| **Additional Info** | | | | |
| Expected Salary | 4,000 to 6,000 | | | |