***DAISY***

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***Summary of Qualifications***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accomplished Sales Engineer with superior work ethic, independent worker with high energy and great communication skills. Proficient in Autocad Program and MS office application, amazing ability to easily manage multiple assignments simultaneously and exhibit customer mindset.

***Highlights****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Professional

* Profound knowledge of Autocad and Microsoft office.
* Customer service experience in an office setting.
* Strong ability to multi-task, prioritize and execute.
* Ability to perform under pressure and stressful conditions.

Personal

* Professional demeanor and attitude.
* A fast learner who can quickly understanding and articulate new technologies and processes.

***Professional Experience****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Transman Manpower Services, Inc.

Intelligence, Surveillance, Reconnaissance (ISR) Security Products Inc. – San Juan City, Philippines

**Sales Engineer/Inside Sales-Admin**

May 2017 – October 2017

* Searching for new clients who might benefit from company products
* Conducts technical site survey based on project requirements
* Persuading clients that a product or service best satisfies their needs in terms of quality, price and delivery
* Preparation of financial bid and technical proposal for various bidding projects
* Participates in sales presentations in a technological and selling role, answering questions and offering solutions
* Responsible in all pre-sales processing Estimate, PO from client, convert estimate to invoice thru Quick Books (QB)
* Perform other duties that may be assigned by the officers or immediate head.

Veltrup Technik Philippines, Inc. – Makati City, Philippines

**Sales Engineer cum Project Coordinator**

May 2016 – February 2017

* Liaising with current and potential clients to develop existing and new business opportunities.
* Delivering presentations and demos to audience
* Maintaining existing, long-term relationships with customers.
* Travelling to visit potential clients.
* Finding clients who would benefit from the company’s services.
* Preparing proposal as per customer’s requirement and calculating return-on investment (RoI) and present to the client.
* Ensured bid packages were submitted on time
* Going with operations manager for site inspection/survey of pipelines in the plant.
* Attending kick-off meeting to discuss methodology of operations to ensure carrying out the project.
* Coordinate activities, resources, equipment and information.
* Act as the point of contact and communicate project status adequately.
* Making certain that client’s needs are met as the project evolves.
* Ensure paper works such as time sheet, completion form and final acceptance form are signed by the proponent.

MEPSERVE FZCO – Jebel Ali Dubai - U.A.E

**Sales Engineer**

August 2014 – May 2015

* Overall in-charge in preparing drawings for site projects using Autocad program.
* Communicate with clients and ensure technical specifications are according to need.
* Managing all the sales related activity of the company.
* Handling customer enquiries such as HV cable and cable accessories whilst providing a high quality of service to each caller.
* Tracking sales order to ensure that they are scheduled and sent out on time.
* Effectively communicating with customers in a professional and friendly manner.
* Carrying out administrative tasks such as data input, processing information, completing paperwork and filing documents.
* Contacting potential customers to arrange appointments.
* Speaking with customers using clear and professional language.
* Making follow-up calls to confirm sales order or delivery dates.
* Responding to sales queries via phone, e-mail and in writing.

AL MALIK GENERAL ENTERPRISES – FURNITURE DEPARTMENT – Deira Dubai – U.A.E

**Autocad Designer & Sales**

September 2006 – July 2014

* Ensured quality work to meet organizations expectations.
* Overall in-charge for space planning, interior designing of the office furniture.
* Managed Computer aided designing for the clients.
* Prepare drawing file and documentation.
* Generated two and three dimensional models and drawings using CAD software for explaining the ideas.
* Communicate with clients and ensure technical specifications are according to need.
* Prepare quotation with estimated quantity as per the drawing approved by the clients.
* Responsible in following-up payments of the clients.
* Responsible in filing incoming and outgoing Invoices.

VAN OORD GULF FZE – Jebel Ali Dubai - U.A.E

**Assistant Planning Engineer** ( On the Job Training )

August 2006

* Managed in calculating the sailing distance of the vessels in dredging process.
* In-charge in putting the gathered data surveyed in the site using Extract 32 program.
* Preparing graphs as per the calculation using Excel program.

GLOBE ASIATIQUE REALTY DEVELOPMENT – Pasig City, Philippines

**Document Controller**

December 2005 – June 2006

* Control of all incoming and outgoing drawings/ documents.
* Ensure timely issuance and distribution of all drawings/documents with correct revisions to all parties as detailed in the distribution contained in the projects procedures.
* Coordination with internal and external organization with matters related to documentation requirements.
* Maintain and update of actual project documents.
* Fast and timely interaction with internal customers, clients and sub-contractors.
* Computerizing of all relevant documentation of the department.
* Produce reports as required by management and other parties from time to time.

***Education****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Bachelor of Science in Civil Engineering 2001**

Bulacan State University

Malolos City Bulacan, Philippines

***Personal Data\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Date of Birth: November 5, 1978

Nationality: Filipino

Age: 39

Sex: Female

Status: Single