**JOYCE**

**E-mail:** [**joyce.311610@2freemail.com**](mailto:joyce.311610@2freemail.com)

**Objective:** To be able to contribute my knowledge and skills to the company,willing to accept every opportunity related to career growth and improvement.

**PERSONAL PROFILE:**

|  |  |  |
| --- | --- | --- |
| Birthday | : | August 8, 1979 |
| Birthplace | : | Cavite City, Philippines |
| Age | : | 37 years old. |
| Civil Status | : | Single |
| Height | : | 5’ 2" |
| Weight | : | 60 kgs. |
| Religion | : | Catholic |

**WORKING EXPERIENCE:**

**1.) SPORTLAND FZCO**

**P.O. Box 4615, Bldg. EWTA 79, JAFZA, Dubai - UAE**

**SALES COORDINATOR (Converse, Ipanema, and Head)**

**July 13, 2013 up to September 22, 2016**

* The Sales Coordinator interacts with sales, brand managers, and marketing services. This individual will also perform a range of support duties related to the operations of the marketing department.
* Develop sales tools and marketing collateral materials to support key marketing and sales initiatives.
* Work closely with wholesale and retail team to ensure all tactics align
* Provide marketing support related to ongoing company initiatives as needed
* Help with the coordination and set up of product launches and key marketing meetings.
* Assist with PO entry and receiving.
* Prepares product samples in the showrooms
* Coordinate in placing orders of the assigned brands to the supplier.
* Work closely with the logistics team in ensuring all the ordered goods of the clients are delivered/shipped.

**2.) EMERSON PHILIPPINES**

Laguna Techno Park, Sta. Rosa, Laguna

**AI/ SMT MC/PRODUCTION LINE LEADER June 17, 2006 to 2013**

* Manage and handles production and material center operator.
* Implement the standard procedure.
* Issue material based on lead time and requirements.
* Closed monitoring of productivity.

**3.) DAISKIE MARKETING (Accredited Independent Telesales Agency of Standard Chartered Bank)**

7/F F&M Lopez Bldg. 109 C. Palanca St. Legaspi Village, Makati City

**Customer Service Representative (Outbound) August 16, 2002 to August 30, 2004**

* Tasked in offering bank transaction such as trust fund and time deposit.
* Determines requirements by working with customers.
* I make calls to customers who have questions or concerns related to their purchase experience or product use and when problems arise on customer accounts.

**EDUCATIONAL ATTAINMENT:**

**VOCATIONAL:**

Computer Technician

(Hardware and Software Installation and Troubleshooting)

Cavite City Technical and Vocational School

Year 2003 (June) – 2003 (November)

**COLLEGE:**

BSBA Major in Banking and Finance

San Sebastian College Recoletos de-Cavite

Year 1999 - 2000

**HIGH SCHOOL**:

Cavite Natl. High School

Year 1992 - 1996

**TRAINING AND SEMINAR**

**Line Leaders Course**

Leadership training, October 07, 2008

Safety leadership, October 07, 2008

**Business Ethics**

Attitude towards business, February 09, 2013

**RCCA and Effective Problem Solving**

How to handle problem, May 08, 2013

**SKILLS:**

Knowledge in Oracle System

Computer Literate

**CHARACTER REFERENCES:**

Available upon request.