

Marianne B. Garcia

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OBJECTIVE:

To work with the company that will provide me with opportunity in gaining more skills, knowledge and training for self-development. To apply all the essential skills, knowledge and training I have acquired through the years of experiences for the welfare of the company. Finally to render my services to your company that is in need of hardworking, responsible and loyal employees.

PERSONAL DATA:

**PLACE OF BIRTH : Quezon City
NATIONALITY : Filipino
RELIGION : Catholic
CIVIL STATUS : Married**

EDUCATIONAL ATTAINMENT:

**COLLEGIATE : Angeles University Foundation
Bachelor of Science in Business Administration
Major in Marketing
April 1999**

WORK EXPERIENCE:

**Purchasing Officer
October 16, 2017 – Up to present
SPT (Phil.) Clark Corp.**

- **Receives purchase requisitions and sources, negotiates and endorse materials to qualified vendors**
- **Maintains database containing complete supplier's profile, processed Purchase Request and Approved Purchase Orders.**
- **Monitors all open Purchase Request and Purchase Orders while ensuring that each Purchase request will be attended within 3 working**

days and all approved PO will be delivered as per supplier's commitment.

- **Coordinate with other departments in confirming complete specification of the request, offers available alternatives equivalent to their request, communicates development and expected delivery date.**
- **Ensure compliance with Purchasing Policy, ISO, CDC and other regulatory bodies and legal requirements**
- **Performs annual vendor ratings of qualified suppliers.**
- **Play an active role, together with Logistic and Warehouse in ensuring timely planning to have on time adequate inventories of supplies and materials for the company wide needs based on the forecasted production targets.**

Purchasing Supervisor (Pre-Opening)

April 6, 2015 to April 30, 2017

Midori Clark Hotel & Casino

- **Helps the Purchasing Manager in the supervision of purchasing activities on a daily basis**
- **Coordinates with the departments concerning equipment and suppliers which they needed; ensures date of delivery, quality requirements are met at the lowest prices possible**
- **Processes all purchase requisition and purchase orders and expedite procurement of purchase goods**
- **Communicates with various supplies to obtain quotations on various hotel requirements**
- **Evaluate and maintain all reports for inventory order and coordinate with internal departments for same to maintain department for the same and maintain an efficient purchase order system.**
- **Prepares and submits summary and status of Purchase requisition received from requisitioning departments**
- **Performs other duties that may be assigned from time to time**

Purchasing Officer

August 5,2014 to March 31,2015

Superl Philippines,Inc.

- **Sourcing of qualified suppliers/sub-contractors.**
- **Prepares comparison report summary for easy and faster review/analysis.**
- **Evaluate and recommends qualified supplier to be accredited supplier of the company based on acceptable terms and conditions, unit cost, quality, delivery and customer support.**
- **Prepares Purchase Orders (PO) and placing of order by sending PO to supplier. Ensure to get confirmation from Supplier with the agreed delivery time.**
- **Track the status of any orders and expedite deliveries of the suppliers whenever necessary. Deal with those non-supplied/over orders and damaged goods, report delivery discrepancies to supplies both quality and quantity.**
- **Liquidate all cash advances in a timely manner. Keep records of all cash transaction. Prepares request payment and submit to Accounting to ensure to attach all invoices and other supporting document for easy checking.**

Procurement Associates
September 2, 2013 – February 2, 2014
Coca-Cola FEMSA Phils.

- **Prepare Request for Information (RFI), Request for Quotations (RFQ), Request for Proposals (RFP) and other bidding documents calling for the supply of goods and services on competitive basis.**
- **Generate Purchase Orders/Service Contracts, Amendments and other Contracts, ensuring that all specifications, terms and conditions are clear and in accordance with CCBPI standards.**
- **Liaison with contractors/suppliers to ensure timely delivery. Liaise with end users, contractors and suppliers on quality deficiencies and on appropriateness of goods.**
- **Build and manage supplier relationships to optimize cost competitiveness and drive continuous improvements on supplier quality performance.**
- **Manage the contracting process including the initial requirement determination, legal and financial reviews and approval. Be involved with contract negotiations development and execution activities.**
- **Ensure clear and complete documentation on all procurement activities.**
- **Prepares Weekly & Monthly Reports such as 8 Objectives, Cash Flow, PO Month end Reports, Savings & Avoidance.**
- **Uphold fiduciary responsibilities and business controls; actively ensure and maintain adherence to CCBPI/BI standards and values, quality commitments, ethics, policies and procedures, and professional standards.**

Purchaser
Fontana Leisure Park
September 10, 2012 – September 2, 2013

- **Ensure competent quality execution of all regular purchasing duties and administrative works.**
- **Coordinate with user departments and suppliers in the purchasing scope of work for projects assigned.**
- **Responsible for the preparation and process purchase orders and documents in accordance with company policies and procedures**
- **Monitor and co-ordinate deliveries of items between suppliers to ensure that all items are delivered to site.**
- **Source, select and negotiate for the best purchase package in terms of quality, price, terms, deliveries and services with suppliers.**

Transportation Supervisor
January 2007 – April 2012
Cyber City Teleservices

- **Receives transportation request from eligible clients, schedules driver assignments, and dispatches drivers and vehicles;**
- **Assist drivers with client problems**
- **Responds to problems in the field such as equipment failures and accidents**
- **Analyzes client needs and makes recommendations for developing, implementing, improving and expanding transportation services**

- *Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer service.*

***Purchasing Specialist IV
Cyber City Teleservices
May 2002 – January 2007***

- *Ensure competent quality execution of all regular purchasing duties and administrative works.*
- *Maintain complete updated purchasing records/data and pricing in the system*
- *Coordinate with user departments and suppliers in the purchasing scope of work for projects assigned.*
- *Responsible for the preparation and process purchase orders and documents in accordance with company policies and procedures*
- *Monitor and co-ordinate deliveries of items between suppliers to ensure that all items are delivered to site.*
- *Source, select and negotiate for the best purchase package in terms of quality, price, terms, deliveries and services with suppliers.*

***Customer Service Representative
Cyber City Teleservices
Clark Field Pampanga
February 07, 2000 – May 2002***

- *Use questioning and listening skills that support effective telephone communication.*
- *Use an effective approach to handle special telephone task like call transfer, taking messages, call backs, holds, interruptions and unintentional disconnects.*
- *Understand the impact of attitude in handling calls professionally*
- *Use the most appropriate way to communicate with different behavior types on the telephone*
- *Apply the elements of building positive rapport with different types of customer*
- *Apply the proper telephone etiquette to satisfy various customer situations.*

Skills: Word, Excel, Power Point

REFERENCES:

Available on request



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