



Maria Theresa J. Lee
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Brgy Don Bosco BLS Paranaque City
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Qualifications:

1. Well adept in the practice of Customer Service
2. Experienced in call handling and utilization of the CRM platform from having worked in the BPO. Handled different accounts in the field of Healthcare, Telecommunications, Retail and Financial.
3. Conceptualization, Preparation and Execution of the Marketing Plan.
 - Market Research
 - Experienced in Lead generation, Qualifying Lead
 - Sending out of multiple Marketing Emails
 - Creating and Managing database.
 - Tie ups and Sponsorships
 - Planning and Execution of Marketing Programs
4. Experienced in Account Management.
Preparation of Sales Proposals, Pricing , Negotiation to Signing of Contract of services. ,
Preparation of Sales Quotations, negotiating contract services with Client and
coordination of Payments.
5. Experienced in Project Management.
 - Planning to Execution
 - Direct communications and coordination with the Client.
 - Qualifies Suppliers to work for Projects.
 - Closely works with Production group, partners, suppliers, artists and ancillary services providers to ensure that the project is executed as planned.

- Maintains close coordination with Suppliers and counterparts for local and international partners for the implementation and production of the Project to ensure success of the project
 - Handled Bidding Projects from both Government and Corporations , that required stand design and construction services.
 - Closely coordinating with in-house production for local projects as well as our international network partners/ suppliers/contractors
6. Experienced and capable in Event Management.
 - Services to include Conceptualization of Ideas to implementation of Program affairs, Booth Representation,
 - Managing the preparation of promotional collaterals
 - Facilitation and implementation of Corporate parties for a total of Nine (9) years.
 7. Experienced in Government and corporate bidding projects as well as in the preparation of bid Documents.
 8. Able to resolve corporate /management/Customer Service issues in coordination with the other departments concerned.
 9. Having Entrepreneurial Skills

Employment Record:

Company : Cityneon Philippines, Inc.

Marketing Manager

8481 LE West Service Rd. Km. 14, Bgy. Merville South Superhighway, Parañaque City, Philippines

28 January 2020 – 29th June 2020

Company : Concentrix

Technical Support Specialist – Account AT&T Uverse

8th Floor G5 Ayala Center Makati City

12 December 2019 – 23 January 2020

Company : Alorica Philippines

Customer Service Representative - United HealthCare Account

Three E-com Center Bayshore MOA Pasay City

10th June to December 2019

Company : Teletech

Customer Service Specialist – Sprint Account

Two E-com Center, Harbor Drive Pasay City, Metro Manila

April 2019 – June 2019

Company : Eperformax

Inbound Customer Service Representative – Ebay

Scape Bldg. Disodado Macapagal Bldg. Central Business Park, Pasay City
December 2018 – April 2019

Company : Telus

Customer Service Specialist - Moneygram

House of Telus , Mckinley West Taguig, 1634 Metro Manila
1st October 2018 – 18th October 2018

Company : Mediatreeworks Corporation

General Manager

88 Doña Soledad Ave. BLS Parañaque City
1 August 2016 – March 2017

Company : Cityneon Philippines, Inc.

Marketing Manager

8473 LE West Service Rd. Km. 14, Bgy. Sun Valley, South Superhighway, Parañaque City,
Philippines
September 2011 – 29 July 2015

Company : Paseo De Magallanes Commercial Center Association

Marketing Manager

Magallanes, Makati City
30th December 2009 – January 2011

Company: Gallery Genesis

Asst. Gallery Manager

Tektite Tower Bldg,
Exchange Road, Ortigas Center, Pasig City
October 2009 – December 2009

Company : Direct Tyres Phils – Pitstop Service Center

Corporate Accounts Manager

Paranaque City
January 2001 - 2007

Company : Optimum Fun Corporation

Sales and Marketing Manager

5th Floor SM Megamall Dona Julia Vargas Mandaluyong City
June 1996 – March 1998

Company : Fun Corporation

Brand Officer

Platinum 2000 Bldg. Annapolis St. Greenhills San Juan City

March 1995 – April 1996

Company : Glico Fun Corporation

Marketing Assistant

Glorietta Mall, Ayala Center Makati City

March 1994 – February 1995

Party Coordinator/Host

November 1993 – February 1994

Administrative Assistant

September 1993 – October 1993

Company : House of Representative of the Philippines

Legal Staff Assistant

Batasan Hills, Commonwealth, Quezon City

June 1992 – March 1993

List of Projects Handled:

- ✓ IBM Corporate Party At Eureka Family Entertainment Center, SM Megamall, 1997
- ✓ Citibank Corporate Party at Glico's Family Entertainment Center, Ayala Center, 1994 – 1997 and Eureka Family Entertainment Center, 1997 Philippine Holdings Corporation – Corporate Party at Eureka Family Entertainment Center, 1997
- ✓ Ms. Universe Fun Day at Glico's – Corporate Event, Glico's Family Entertainment Center, 1993
- ✓ International Youth Day with Pope John Paul II, - Corporate Event Glico's Entertainment Center, 1993
- ✓ Glico's Christmas Benefit Show - Activity Center Ayala Center Makati, 1994
- ✓ Conceptualized and managed the implementation of Individual Parties at Eureka, 1996-1998
- ✓ "Kulay Sa Tubig" Art Show , Gallery Genesis - 2009
- ✓ Philippines Department of Tourism – Exhibition Booth Display - Routes Asia 2014 Borneo Convention Center, Kuching, Malaysia (March 2014) – And Routes Asia 2015, Haigeng Convention Center, Kunming China (March 15 – 17, 2015)
- ✓ Mactan Cebu Airport Authority - Routes Asia 2014 Borneo Convention Center, Kuching Malaysia (March 2014) and Routes Asia 2015, Haigeng Convention Center, Kunming China (March 15 – 17, 2015)
- ✓ Madrid Fusion Manila, Tourism Promotions board (TPB) - SMX Convention Center (April 2015) – Exhibition Booth – IT & CMA Centralworld Bangkok Thailand for TPB (October 2013 and 2014)

- ✓ National Historical Museum - Task – Bidding/documentation and Account Management
 - August 2014 - Museum Project
 - Emilio Aguinaldo Shrine, Kawit Cavite
 - Rizal Shrine, Calamba Laguna - Task – Bidding/documentation and Account Management - Museum Project
 - Malvar Shrine, Sto. Tomas Batangas - Task – Bidding/documentation and Account Management - Museum Project
- ✓ Clark Development Corporation - Clark Museum – Clark Field Pampanga - Task – Bidding/documentation and Account Management - Museum Project (November 2013 to January 26, 2015)
- ✓ Okada Manila Membership Booths December 2016 – March 2017
- ✓ Tourism Authority of Thailand – Travel Tour 2017 Exhibition Booth at the SMX Convention Center
- ✓ Assisted Various International Booth Projects – BITEC Bangkok, Thailand, March 2017

Educational Background:

Tertiary Level/College

Bachelor in Arts Major in Mass Communications St. Scholastica’s College of Manila
1992 – 1988

Secondary Level

Southeastern College
Pasay City
1988 - 1987

University of Sto. Tomas Sampaloc, Manila
1987 – 1983

Primary Level:

Lady Mediatrix Institute
Candelaria, Quezon
1983 - 1975

Personal Data:

Date of Birth: May 31, 1970
Religion : Roman Catholic
Civil Status : Widow
Children - 2
Nationality: Filipino
Languages spoken: Filipino and English