



**JUANITA ALVARAN~LLASOS**

# 142 Bonggabilya Street Purok2 San Agustin, San Rafael, Bulacan 3008

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***PROFESSIONAL OBJECTIVE:***

To join a prestigious company where I could assist and contribute to its growth and success while I experienced advancement opportunities.

***EDUCATIONAL BACKGROUND:***

Tertiary	BSBA- 1983~1987	Bulacan
Secondary	1979~1983	Bulacan
Elementary	1973~1979	Bulacan

***PERSONAL INFORMATION:***

Age	: 54years old
Weight	: 110 lbs.
Height	: 5'3"
Date of Birth	: June 12, 1966
Civil Status	: Married
Nationality	: Filipino
Religion	: Roman Catholic
Passport Number	: XX4709839
Prof. Drivers License	: N02- 95- 294744

***TRAINING and SEMINARS:***

Contact Center Services	April18~May12,2016	RP Cruz Elem.School
NC11 Housekeeping	June 10, 2010	Tesda, Taguig City
Sales Development training	February 28,2008	Moldex Realty Corp
Initial Training Course Center	June 8, 2004	Manulife Training

## **WORK EXPERIENCED:**

### **Area sales Manager**

June'17 to August 30'19

### **KEPITECH CENTER INC.**

2502 Prestige Tower F Otigas Jr Road  
Ortigas Center Pasig City

#### **Duties and Responsibilities:**

- ❖ Close collaboration with other sales groups to ensure alignment with the local business priorities, as well as to translate and execute the over all regional/ country marketing campaigns.
- ❖ Responsible for attending open bid conference with different Local Government Units and private corporation in a given geographical territory.
- ❖ Consistently monitor PhilGeps website to check their requirements posted daily.
- ❖ Conducting verbal, written and presentation skills with LGU's in every municipalities and addressing their concern.

### **Area Sales Manager**

Feb.2012 to May.2016

### **Sanispring Water Systems Marketing**

Phase4 Block4 Lot 4&5, Marikudo Street  
Alta Tierra Village,Jaro Ilo-Ilo City

#### **Duties and Responsibilities :**

- ❖ Develop sales and marketing strategies to drive sales growth in the assigned area.
- ❖ Manage the sales team for sales growth and revenue enhancement.
- ❖ Conduct market research to understand competitors and market trends.
- ❖ Provide trainings, educational workshops and challenging opportunities for enhancing career growth of sales team.
- ❖ Appreciate the contributions and accomplishments of sales employees through proper rewarding mechanism.

### **Admin/ Sales Manager**

Feb.2006 to Oct.2011

### **JGA PRECISION TOOLS & TRADING**

Chrysanthemum Street Brgy. Loma  
Biñan, Laguna 4024

#### **Duties and Responsibilities**

- ❖ To assist in preparing and giving out check to supplier/ vendor.
- ❖ Provide support for accounting functions such as accounts payables and receivables.
- ❖ To assist in day to day clerical, administrative work and any ad-hoc duties as and when required.
- ❖ To ensure the process of invoices and payment accordingly.
- ❖ To keep record and do payment process for the utilities bills.
- ❖ To attend general administrative duties including correspondences.
- ❖ Supervised sales responsibilities within the organization.

- ❖ Organized business development plans
- ❖ Managed and instructed sales representatives in daily job functions.
- ❖ Follow-up / attend technical trainings, social awareness and assist in some experiments, consultancy work and other related activities.
- ❖ Introduced new customer service protocols.
  - Exceeded sales quotas on a regular basis.
  - Instrumental in increasing sales levels and improving market share through strategic planning and effective marketing programs.
  - Improved customer retention levels within saturated markets.

**Licensed Insurance Agent**  
June 04~ Feb. 06

**MANULIFE FINANCIAL CORPORATION**  
LKG Tower 6801 Ayala Avenue  
1226 Makati City Phils.

**Duties and Responsibilities**

- ❖ Ask appointment with the clients / prospect and to know their needs by doing interviews and face to face meetings
- ❖ Conduct product presentation and introducing the company's objectives and mission in the field of insurance.
- ❖ Delivery of policy and explaining its provisions.
- ❖ Doing constant communication with clients for any policy reviews and some other related matter.
- ❖ Educate and teach people to view insurance the right way and act as the spokesperson of the beneficiaries.
- ❖ Invest time to unearth and understand my prospect's / clients needs and consequently provide the best

**Sales Supervisor**  
May'98~ May'04

**SUNGWOO PRECISION TOOLS PHILS.**  
B5 L3 PEZA CEPZ/ LIIP/ SPZ  
Mamplasan Biñan, Laguna, Phils.

**Duties and Responsibilities**

- ❖ Authorized to act as representative and marketing of electronic spare-parts for Semiconductor company
- ❖ Employed to transact generally all legal business entrusted by the Employer
- ❖ Managed account management initiatives for high profile clientele.
- ❖ Developed business relationships with customers and expanded customer base.

**ADMINISTRATOR**  
Jan.'94~ April'98

**TRAXXAS INT'L. WHOLESALE INC.**  
2<sup>nd</sup> Floor Jajaj Bldg. Panay Avenue  
Quezon City

**Duties and Responsibilities**

- ❖ Researched employee issues to include payroll and benefit questions and worked with appropriate company departments to resolve them by reviewing the company handbook and policies.
- ❖ Coordinated daily operations including daily morning staff meetings, addressed and resolved customer complaints.
- ❖ Dealt with difficult customers with a calm and fair approach, using both diplomacy and empathy when required.
- ❖ Counted, prepared and reconciled daily bank deposits, maintained a balanced safe and requested maintenance checks on cash registers, computers and other equipment.

**QUALITY CONTROL**

Nov.'89 ~ Sept.'93

**: SAIPAN MANUFACTURERS INC.**

LOWER BASE, SAIPAN U.S.A

**Duties and Responsibilities**

- ❖ Check the measurements of each parts using tape measure
- ❖ Check if the stitches per inch is accurate
- ❖ Coordinate with supervisors regarding the rejected items
- ❖ In- charge of doing reports on quality issues

***SPECIAL SKILLS***

- : Computer literate MS Office, XP, Internet
- : Excellence inter-personal, communication, and organizational skills.
- : Independent and able to work in my own initiative.
- : Good command in English.
- : Good team player and can work under pressure.
- : DRIVING
- : COOKING

***CHARACTER REFERENCES:***

<b>Name</b>	<b>Position</b>	<b>Contact Number</b>
Hon. Dalmacio Silverio	Barangay Chairman	0922-3638172
Mr. Bernabe Violago	Municipal Administrator	0919-3735844
Dra. Monette G. Jimenez	Pediatric Doctor	0917-5414187

I hereby certify that the above information is true and correct to the best of my knowledge and belief.




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JUANITA A. LLASOS