



RHEA MAE R. OPLE

ACCOUNT MANAGER / SALES SPECIALIST / MARKETING

ABOUT ME

Account Manager, Technical Sales Officer, Operations, and Marketing Professional with 8 years of extensive experience in Contract Management, Business Systems Analysis, Creative Media, and Business Finance. Contributed to the 20% growth of revenue for Construction Systems industry solution provider over Visayas & Mindanao. Generating and facilitating long-term contracts and increasing territory sixfold

WORK EXPERIENCE

Sales Officer

Chryso Group | March 2020 - present

- Handles project management functions to ensure projects are delivered on time, within scope, and budget.
- Performs and defines the business strategy, planning, and budgeting while driving the company's current business growth.
- Identifies and screens potential business opportunities which encompass the development of financial models, pricing strategies, and due diligence by providing business analysis to strengthen management's decision-making and strategic approvals.
- Evaluate and respond to bids and formal requests for proposal to include periodic bid submissions of product offerings and prices to purchasing groups
- Ensures customer satisfaction by regular sales calls, providing the right products at the right time and quantity, by attending to customer inquiries/complaints/solutions

Account Manager

First Balfour Inc. | Feb 2019 - Sept 2019

- Negotiate and ensures contract compliance with technical scopes of work while developing final proposal evaluation and present recommendation to project team or client interfacing with all levels of internal/external management.

CONTACT ME AT

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SKILLS SUMMARY

Account Management

Business Negotiation

Report Writing

CRM Systems/ Outlook

Spreadsheets/ OneNote/ Sharepoint

Supporting International Sales Team

Microsoft Dynamics

ERP Systems

Territory Sales Experience

Market Research

Microsoft Applications/ Teams

Adobe Indesign & Photoshop

Sales Process Automation

Proposal Writing/ Technical/
Creative Writing

SEMINARS / WORKSHOP ATTENDED

Ready Mix, Precast, Decorative
Concrete - Chryso Group France
Feb 2021

Engineering Procurement Construction
Specific Training & HRIS
First Balfour Inc.
Parañaque City Feb 2019

In-depth Training in Manufacturing
of Wires, Power Cable, Cast Copper
and Aluminum Rod
American Wire & Cable Company Inc
Parañaque City
Oct 2016

Microsoft Axapta Dynamics (ERP
Software Systems)
IBM Connection Training Geco Cloud
Sika Philippines Inc.
Parañaque City
Apr 2014

- Develop sales leads and manages the development and tracking of key customer base through ongoing research of the local market in the principles and practices involved in new business development, thus confirming the progress of status reports, daily site inspections, invoices, and supporting documents in a timely manner
- Defines sales strategic goals, identifies sales opportunities, pipeline management, negotiates and closes business deals, and maintains extensive knowledge of current market conditions.
- Clearly documenting problems, issues, or deviations from the standard programs while providing system solutions to drive profitable growth and support departmental goals in achieving or exceeding the budget targets.

Marketing Specialist

American Wire & Cable Company Inc. | Sep 2016 - Aug 2017

- Research and analyze a variety of market trends, pricing schedules, marketing, and strategic planning, exhibits and trade shows, and brand/promotional strategies.
- Acquire new accounts through various prospective channels and identifies market trends in construction industry stakeholders, social gathering events; negotiate and coordinate RFQ's, pricing/stipulations of the contract, credit limit, terms of payment.
- Conduct product presentation to key customer base and market influencers and execute new concepts, business models to position the company as innovator and market leader to consultants, Power/Utility sector, Mining/Solar Plant, Real Estate Developers, Construction and Project Management.

Data Market Analyst/ Technical Center Officer

Sika Philippines Inc. | Jan 2013 - July 2016

- Work closely with internal and external stakeholders, distributors/direct customers, end-users (contractors, sub-contractors, consultants, automotive-related business) while providing order status reports and monitors customer's order placement against sales forecast and data analysis.
- Through ERP Software, gathers and provides timely reports and analysis on the market and industry data, order entries, and pricing policies into actionable recommendations to achieve team and company profit objectives.
- Serves as a fundamental key person to liaise interdivisional collaborations; coordinates with the Sales and Marketing for activity work plan requests: for Training and development.

DRIVING LICENSE

Professional Driver's License
Code: 1, 2

PUBLICATIONS

Sika Product Manual/Methodology
Carmen Copper - Holdings of Mineral
Resources in the Philippines
Technical Writing
Sep 2014

Annual Report 2010 Issue
Cebu Port Authority
Editor & Layout Artist
Editing & Graphic Design
Nov 2011

- Administrative responsibilities include, but are not limited to record tracing and preparation of proposals (Project management and RFQ).
- Establishes supplier accreditation, transmitting project deliverables, managing internal & external documents review process, reports, and record management.
- Create designs and layouts (through Photoshop and InDesign) based on knowledge of graphic design principles and aesthetic design concepts, draft photo spread layouts for technical article writing.

Technical and Billing Specialist

Convergys Philippines Corp. | May 2012 - Sept 2012

- Prepares responses of billing inquiries or issues, payment on a timely basis and within the stipulated time frame as well as processed payment transactions online (checking accounts, credit card, and debit card)
- Accurately encode data entry of client billing information, maintaining current knowledge of analytical and procedural codes, this includes full authentication and verification of all clients as being lawfully billable as well as claim follow-up of the client's billing account reconciliation.
- Review, compile, and analyses financial information to prepare entries to accounts such as general ledger accounts.

INTERSHIPS

Public Relations/ Marketing Intern

Cebu Port Authority | Nov 2011 - Mar 2012

- Management planning of projects, strategy development and research, and request for information base potential data that are available and valuable hands-on experience of creating and designing of Cebu Annual Report 2010

EDUCATIONAL HISTORY

University of San Jose - Recoletos

Liberal Arts in Communication & Marketing Management
Oct 2008 - Mar 2012

- GPA: 1.40
- Cum Laude Graduate
- Double Major in Mass Communication & Commerce
- Dean's List Honoree Semester and Year