



# Reneth Ann E. Cornelia

240-B Banlic Cabuyao, Laguna, Philippines 4025

## CAREER OBJECTIVE

To obtain a challenging position that will allow me to utilize my skills and experience and will help me broaden my knowledge in any field.

## PROFESSIONAL EXPERIENCE

Customer Service Specialist  
(December 3, 2020 – Present)

Monde Nissin Corporation  
Balibago Rd, Balibago, Santa Rosa Laguna (Philippines)

- ✓ Order Processing
- ✓ Checking status of dispatch of truck from Plant.
- ✓ Monitoring of Vuelto or Backloads and report it to sales for reallocation
- ✓ Responsible in coordinating/answering queries with Sales, Merchandising and Stores regarding the issues and concerns with the deliveries.
- ✓ Preparing Delivery Monitoring report (Daily, Weekly and Monthly)

Customer Service Representative  
(October 28, 2019 – November 26, 2020)

Sarimonde Foods Corporation  
Canlubang Calamba, City

- ✓ Checking status of dispatch of truck from Plant.
- ✓ Checking status of deliveries by calling delivery crew and tactical/merchandisers.
- ✓ Monitoring of Vuelto or Backloads and report it to sales for reallocation
- ✓ Responsible in coordinating/answering queries with Sales, Merchandising and Stores regarding the issues and concerns with the deliveries.
- ✓ Preparing Delivery Monitoring report (Daily, Weekly and Monthly)



## CONTACTS

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## EDUCATION

Saint Vincent College of Cabuyao

Cabuyao, Laguna  
(2012-2016)

BS Information Technology



Passport Number:  
P3504887A

Expiration Date:  
27 June 2022

Document Controller Staff/ QA Staff  
(November 2017- October 2019)

Tsukasa Electric Philippines Inc.

Sto. Tomas Batangas, City

- ✓ Performed administrative and clerical functions for the company.
- ✓ Responsible in filing documents
- ✓ Provide documents needed by the production operators.
- ✓ Coordinating with the QA/QC and Engineers.
- ✓ Responsible in monitoring inventory of supplies for our department.
- ✓ Inspection support function and visual check

Order Management Specialist (December 2016 – October 2017)

(Sales Staff) Project-Based

Monde Nissin Corporation

Balibago Rd, Balibago, Santa Rosa Laguna (Philippines)

- ✓ Office and admin support.
- ✓ Provide monitoring templates of orders.
- ✓ Responsible in coordinating with the Sales and Logistics.
- ✓ Encoding purchase orders and communicating with the customers.
- ✓ Accountable in providing data and reports that involve purchase orders.
- ✓ Tracking purchase orders and deliveries

## SKILLS

- ❖ Computer literate; Intermediate Computer Skills (Microsoft Word, Excel, PowerPoint, SharePoint);
- ❖ Has the ability to verbally communicate with persons inside and outside the organization.
- ❖ Communication skills such as oral presentation, written reports, memos, and other communication tools;
- ❖ Has a basic knowledge in Programming (PHP, C++, CSS, HTML)
- ❖ Ability to perform technical support.
- ❖ Has the ability to work in a team structure.
- ❖ Has a basic knowledge in Photoshop and Adobe Flash8.
- ❖ Has a basic understanding in SAP.
- ❖ Has the ability to do clerical and administrative works
- ❖ Knowledgeable in using QC Tools such as: Calliper, Micrometre, Dial Gauge, Tweezer, Pin Gauge, Ring Gauge, Thread & Plug Gauge, Image Measuring Machine, Height Gauge, Torque Meter, Steel Rule, Microscope, Hardness Tester



## CERTIFICATION

- ❖ Web Development: CSS and HTML Basics
- ❖ Digital Fine Arts
- ❖ 13th Youth Congress on Information Technology
- ❖ Certificate of Competency for Fire Brigade
- ❖ Civil Service Passer

## EXPERTISE

Communication	████████████████████
Leadership	████████████████████
Microsoft Office	████████████████████
Programming	████████████████
Administrative Work	██
Technical Support	████████████████████

## REFERENCES

Ryan Zyrix Fagela, MIT  
Former Professor  
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Mark Huang  
Key Accounts Manager  
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Kimberly Shane Ferrer  
QAQC Supervisor  
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