

# ERNA FE BALAORO

Mobile No.: +639562266345

Current Address: 293 Abbey Road, Samson Road,  
Caloocan City, Philippines

Email Add: ernafebalaoro01@gmail.com



## PROFESSIONAL SUMMARY

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I am a Supply Chain Enthusiast, and my work experiences are all related in Supply Chain and that is inventory management, storekeeping, warehousing, purchasing, importation, and logistics. Last July 2020, I accepted a Job offer as Inventory Supervisor in San Miguel Foundation Covid Testing Laboratory, where I managed, supply, supervise and deliver supplies being used in the molecular laboratory, swabbing and vaccination Operations, our Company's goal is to put an end to this Covid crisis. Also had the privileged to work in a prestigious Camp John Hay Golf Club from August 2019 up to July 2020 Where I do their importations for golf accessories and equipment. Worked also for 13 years as Central Warehousing Section Staff in a World Class ACI Accredited Hospital from May 2006 up to August 2019. Was able to achieved target of 100% availability of supplies, no shortages, no losses or damages, while maintaining lean inventory and accuracy. Cut down Company's importation cost down to 30%. I started full time working in a Manpower agency assigned as Operations Division Technical Staff to Sony Service Center in Balintawak Head office, From May 2004 to 2006, where my professional career started. From year 2000 up to 2002, I worked part-time jobs as Service Crew during my college days, in KFC Restaurants and Wendy's Hamburger.

## SKILLS

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- Leadership and Management
- Verbal and written communication
- Strong attention to detail

## EXPERIENCE (From Current to Past)

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**Position:** Inventory Supervisor

**Date:** July 2020-present

**Company:** San Miguel Foundation Inc.

**Address:** 151 Edsa Wack Wack Mandaluyong City

Job Description / Duties and Responsibilities:

- Direct supervision of warehouse and logistics operation for the entire Laboratory.
- Managed, supply, supervise and deliver supplies being used in the molecular laboratory, swabbing and vaccination Operations
- Evaluation and training inventory staff performances.
- Developing a systematic approach on inventory management and warehouse processes
- Perform and implement effective and efficient Planning, Forecasting and Replenishment methodologies and achieved 100% customer service, no supplies shortages or loss
- Directly communicating to Swabbing Team Head, Vaccination Team Head and Medical Technician's Team for their daily concerns, request and returns for a successful operation

**Position:** Purchasing and Materials Coordinator

**Date:** August 2019-July 2020

**Company:** Camp John Hay Golf Club

**Address: Loakan Road, Baguio City**

Job Description / Duties and Responsibilities:

- Successfully sourced out from international suppliers for quality items and materials and identifying the best value for money, which cut down to 30% company's importation costs.
- Monitored, coordinated and tracked from foreign supplier the shipping of ordered products from shipment departure points and delivery to forwarder and to company warehouse.
- Oversee and coordinate various tasks in Purchasing Department in order to maintain adequate levels of supplies and equipment for the sustainability and viability of the COMPANY
- Review all processes and systems and design and implement new plans and procedures, takes, and assumes other task as needed and handles petty cash fund.

**Position: Central Warehousing Section Staff**

**Date: May 2006-August 2019**

**Company: Manila Doctors Hospital**

**Address: 667 UN Ave Ermita, Kalaw, Manila**

Job Description / Duties and Responsibilities:

- Have successfully managed inventories based on company requirements, with investigation, correct count, inventory discrepancies work out and ensured that all supplies are 100% available, well managed and documented, performed activities which include receiving and checking of deliveries, storage of stocks and distribution of materials/supplies to end-users.
- Implemented effective and efficient inventory management for office, housekeeping, and medical supplies through detailed planning, forecasting and replenishment method technique.
- Perform and implement effective and efficient Planning, Forecasting and Replenishment methodologies and achieved 100% customer service, no supplies shortages or loss
- Achieved target of 100% availability of supplies, no reported shortage of supplies nor damaged

**Position: OPD Technical Administrative Staff**

**Date: May 2004-May 2006**

**Company: Solid Electronics Corp. (Authorized Sony Service Center) thru AB&N**

**Address: EDSA, Balintawak QC**

Job Description / Duties and Responsibilities:

- Provided supportive assistance in facilitating management decisions by preparing accurate and timely consolidated operational data, statistics, and reports.
- Prepared other operational reports as may be required and coordinated with branches and other units as regards operational matters and requirements as instructed and facilitated the monthly/daily back-up of the branches
- Provided administrative support functions to the Operations Division whenever necessary

## **EDUCATION**

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**College/University: Philippine Maritime Institute Year 1999-2003**

Course: Bachelor of Science in Customs Administration

School / Address: PMI Bldg., 419 W. Burke St., Manila Philippines

**Secondary; Caloocan High School**

**Year 1995-1999**

School / Address: 10<sup>th</sup> Ave., Caloocan City

## **PERSONAL INFORMATION**

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**Date of Birth** : September 05, 1981  
**Civil Status** : Married  
**No. of Children** : 4  
**Relatives in Canada** : none  
**Nationality** : Filipino  
**Passport Number** : P017710A (expired Sept 5, 2021) Nov 3-renewal appointment

## **SEMINAR AND WORKSHOP**

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Celebrating Sustainable Supply Chain (Global Supply Chain Summit)	June 8-10,2021
Global Transportation Access and Cost (Makers and Movers Alcott Global Singapore)	May 12,2021
How to adapt to the New Normal in Supply Chain (Movers and Makers of APAC 2020 by Alcott Global Singapore)	Nov 18-19,2020
Environmental Committee Lecture (Manila Doctors Hospital)	Nov 19, 2012
Effective and Efficient Inventory Management (Philippine Supply Chain Institute)	May 18-19, 2011
Basic Language Training Seminar (Manila Doctors Hospital-Human Resources Dept.)	Sept 18,25, Oct23, 2009
Certificate Basic Infection Control Training (Manila Doctors Hospital-Infection Control Unit)	Aug 28,2009
Collaborative Planning, Forecasting and Replenishment (Philippine Supply Chain Institute)	Mar 4, 2009

## **REFERENCES**

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**Name:** Ms. Sherie Semana  
**Position:** Chief Medical Technologist  
**Company / Address:** San Miguel Foundation Inc.; 151 Edsa Wack Wack Mandaluyong  
**Contact No:** 09552083916

**Name:** Jimmy Oliva  
**Position:** Purchasing/Logistics Office Specialist  
**Company/ Address:** Camp John Hay Golf Club; Baguio City  
**Contact No:** (074) 444-2131

**Name:** Rowena Macalintal  
**Position:** Materials and Inventory Management Department Manager  
**Company/ Address:** Manila Doctors Hospital; 667 UN Ave Ermita Kalaw  
**Contact No:** (02) 8558-0888