

Ellen Rose A. Notarte

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Objective To challenge my skills and knowledge in a more competitive environment, to further broaden my experience as a finance analyst/ manufacturing specialist, provide innovative inputs; be gainfully employed and financially independent.

Education College:
Ateneo de Davao University – Bachelor of Science in Commerce major in Management Accounting (March 2010)

- JPAMA (Junior Philippine Association of Management and Accounting) member (2008-2010)
 - CAT/Certified Bookkeeper Seminar (Holy Cross of Sasa - January 2009)
 - JPAMA Popfest Interschool Competition (UM Matina-2009) Champion– Dance group competition
- JPIA (Junior Philippine Institute of Accountants) Member (2006-2008)
- Jaguar (Junior Accountants Guild of United Artists for Recognition) (2009)
 - Ateneo Fiesta Cheerdance Competition – Champion (2009)
 - Performed a number of dance production numbers inside and outside campus

High School:
Ateneo de Davao University (2002-2006)

- Maintained a clean disciplinary record
- Final grades are always above 80
- English Club member (2002) – joined writing and communication workshops

Experience **San Miguel Foods Inc. (Senior Manufacturing Specialist Oct 2016-Present)**

Responsibility: Supervisory position, currently handling 2 processing plants (Poultry and Meats Processing). Monitor over-all performance of the team. Goal is to maximize production with minimum production cost.

- Account total goods produced and issued (reconciliation of variances-SAP system)
- Prepare/Audit monthly billings of Toll Partner (Accounts Payable) - uses SAP system

San Miguel Foods Inc. (Manufacturing Specialist Feb 2012-October 2016)

Responsibility: Budgeting and monitoring of Operation Expenses with monthly review of variance explanation as per Budget and Actual expenses incurred.

- Monitor over-all operations of toll partner as to their implementation of international food standards (HACCP, SSOP, GMP, FSSC, ISO).

San Miguel Foods Inc. (Finance Analyst Dec 2010-Jan 2012)

Responsibility: - to account daily sales transactions and consolidate manual and posted SAP data.
- Monthly reconciliation of inventory variance.
- Preparation of month-end reports

Sutherland Global Services (Technical Support Representative)

Responsibility: - Assure quality customer service
- Technical support assistance
- Provide basic billing information

**Achievements/
Trainings**

- Training: Codex Alimentarius, GMP (Good Manufacturing Practice), HACCP (Hazard Analysis Critical Control Points), FSSC (Food Safety System Certification), ISO (International Organization for Standardization).
- Training: SMFI Poultry School (Basic, Further & Warehouse Operations)
- Passed the Certified Accounting Technician (Level 3), Registered Cost Accountant (Level 2) and Certified Bookkeepers (Level 1) exams of National Institute of Accounting Technicians (NIAT) last May 2010
- Passed with Distinction the Certified Bookkeepers Exam (Level 1) of NIAT last November 2009
- SAP certified

Skills/Interests

- Excellent Communication skills
- Computer Literate
 - Microsoft Word, Excel, Powerpoint, ICMS, Adobe Photoshop, Microsoft Movie Maker, SAP
- Can work with less supervision
- Interpersonal skills; Can work well with a team
- Dancing, Photo and Video Editing, Driving

Reference:

Filipina Galatis
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