

MORTIFERO, LEA JEAN L.

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Objective

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

Skills

- Computer Literate (Microsoft Offices)
- Can work under pressure.
- Willing to work under minimal supervision.
- Can easily adapt and willing to learn
- Have the ability to follow directions and make sound decisions when needed

Work Experience



Key Account Specialist

Benby Enterprises Inc.
Sales Department
Sept 15, 2021 – Present



Administrative Assistant 1

National Museum of the Philippines
General Administrative Services Division – Supply Management Section
Nov 19, 2018-Sept 10, 2021



National Key Accounts Group-Assistant

Jollibee Foods Corp.
National Key Accounts Group
July 1, 2015-Nov 16, 2018



National Key Accounts Group-Assistant (under SL Temps)

Jollibee Foods Corp.
National Key Accounts Group
July 3, 2013-June 30, 2015



Community Service Assistant

Metropolitan Manila Development Authority (MMDA)
Office of the Chairman
April 18, 2012-May 22, 2012

Educational Background

- 2009- 2013, Bachelor in Public Administration : Universidad De Manila (Formerly City College of Manila)
- 2009, Ramon Magsaysay (Cubao) High School
- 2004, Tomas Morato Elementary School

Training

- **On-the-job-training**
Metropolitan Manila Development Authority (MMDA)
Office of the Chairman
Nov. 26, 2012-Feb. 08, 2013
- **Vice-President (External)**
College of Accountancy and Public Administration Student Council
Vice President-External
2012-2013

- Serves as the advisor to the President and executive staff on, event planning and retention
- Works cooperatively and collaboratively with the campus community, including the Faculty Assembly.
- Assists the president and other administrators in gathering, collating, and analyzing data relative to enrollment and recruitment planning for the department.
- Initiates and maintains cooperative relationships with other department colleges and universities, relevant groups

Duties and Responsibilities:

Key Account Specialist

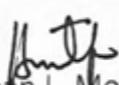
- Account Management of highly retailed Supermarket – end to end sales process and business plan owner.
- Relationship building with the accounts.
- Responsible for achieving volume, distribution, merchandising execution, promotions and objectives of the assigned accounts.
- Responsible for generating sales data report, data insights and recommending action plans for handled accounts
- Assigned to do fieldworks in the assigned area.

Administrative Assistant 1

- Preparation of the Report of Supplies and Materials Issued (RSMI).
- Conduct of Physical inventory of Supplies and materials.
- Reconciliation of unaccounted document balances of inventory accounts.
- Purchases of supplies and materials to be delivered from PS-DBM and to be issued.
- Regular inventory taking and proper maintenance and updating of Stock Card (SC), Bin Card etc.
- Clerical works such as but not limited to typing correspondence, reports, memoranda and forms related to procurement.
- Compiles Delivery Receipts, DV, APRs and Inspection Reports accordingly.

National Key Accounts Group-Assistant/Associate

- Supports the NKAG-Account Management group by developing and managing the accounts servicing process to deliver logistical and technical requirements in servicing each account.
- Develops & documents accounts management systems and procedures so that account management group can perform their tasks efficiently.
- Creates, maintains, analyzes and provides accounts and sales databases/information/reports to aid the account management group in conceptualizing and designing programs for sales and profit performance improvement
- Processing of Gift Certificate and Happy plus Cards request.
- Monitoring of day-to-day Gift Certificate/ Happy plus Card Sales and database.
- Processing of Big Order Service, Hiring Caravan and Commissary Tour for Corporate Clients
- Routing, monitoring, and tracking of contracts (Filed and on-process)
- Maintain internal Communication for Stores in preparation of the Event (BOS, Hiring Caravan and Commissary Tour)
- Ensure accurateness of sales report needed during presentation (includes generating and analysis of Sales)
- Gives feedback on factors affecting Sales Year-to-date and/or Month-to-date to help track reason of loss/success of the company.
- Assist in answering phone calls.

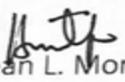

 Lea Jean L. Mortifero

- Perform other duties that may be assigned from time to time.

Community Service Assistant

- Update filing system from time to time
- Encoded financial documents such as Checks, Vouchers, Purchase Orders and Purchase Requests in the database.
- Assists with answering phone calls
- Recorded Incoming and Outgoing Communication of the Chief-of-Staff
- Recorded Financial documents in the logbook for future references
- Perform other duties that may be assigned from time to time

I hereby affirm that the above informations are true to the best of my knowledge and belief.


Lea Jean L. Mortifero