



JENNY G. GONO

OBJECTIVE

To attain more knowledge on various aspects and to develop my capabilities with regards to my field of specialization to the fullest for career advancement..

PROFESSIONAL SKILLS

Data Analytics
Solid Computer Skills
Excellent working knowledge in using MS Office Applications
Project management
CRM
SAP (System Application and Product)

PERSONAL SKILLS

Adaptability
Problem Solving Skills
Reliable and professional
Organized
Time management
Team player
Fast learner
Motivated

CONTACT

P: +63 9985365498
E: gono.jenny@gmail.com

SOCIAL

Facebook: m.me/jenny.gono
Instagram: @jennzentts
Tweeter: @jenngono
Skype: live:jenny_gono

WORK EXPERIENCE

ASSOCIATE PROJECT MANAGER
APPEN | June 2021 – present

- Responsible in driving key performance metrics to a group of independent contractors doing search, social media and/or eCommerce relevance ranking and content annotation. Work closely with Appen team to meet client and project requirements.
- Take responsibility for delivering required performance metrics for assigned programs
- Prepare reports as well as proactively identify and improve individual IC and team results to improve client satisfaction
- Manage virtual team of proficient ICs that meets or exceeds quality, throughput and productivity targets
- Provide regular reporting on project status
- Communicate service level expectations and directions to all ICs
- Support the training and mentoring of new and existing Appen staff, as assigned
- Experienced in delivering exceptional customer service
- Excellent analytical skills including ability to proactively identify problems, gather information and set course of action

SALES DATA ANALYST/ SALES ADMIN OFFICER
SL AGRITECH CORPORATION | May 2016 – present

- Maintain up to date monthly and historical reports
- Daily monitoring of sales per Key accounts executives, Distributor and other outright accounts
- Lead in preparation and development of new sales reporting templates
- Supervise in processing purchase orders and ensure precise customer code and items ordered
- Prepare production plan of finished goods based on given forecast per department
- Daily monitoring of goods inventory to ensure stocks are enough
- Coordinate stocks requirements to production
- Supervise administrative works and filings

DATA ANALYST I

Emerson Electric Asia Ltd. ROHQ | June 2014 – May 2016

- Manage leads processing and CRM reporting
- Closely monitor Distributors in compliance to Control Techniques requirements of standard Point Of Sale reporting
- Lead in the preparation, development and distribution of all channel development reports. It will also include elements of research to identify potential customers.
- Responsible for mining and analyzing data in order to provide reports. This role will predominantly include data analysis, management and reporting
- Develop and maintain new standardized reports including the creation of new reporting templates and analytical reports:
 - Check data consistency, structure and format
 - Manage report templates and issued reports
 - Manage and own the reporting project management process to identify the needs, document requirements
- Proficient in other customer service / marketing tools used by
- Control Techniques. These tools include MK Order System, CRM, SharePoint and other Web-based tools. Other duties and responsibilities that may be assigned from time to time

DATA REPORTS ANALYST

Manila Water Company Inc. | February 2010 – June 2014

- Maintaining up to date and accurate data of Earned Value per S/PDMs and per Clusters. (Networks 1,2 &3, Waste Water and Water Supply)
- Regularly review formulas, links and update Manual EV for reporting purposes
- Generates report of Earned Value for quarterback presentation weekly.
- Data extraction from SAP(System Application and Product) for comparison purposes with EV manual data and for presentation making
- Responsible for releasing S/PDM's monthly rating per month based on their cumulative accomplishments.
- Analyzes deliverables per project, per Project Manager and per Cluster
- Data analysis and reconciliation process if variance arise.

SAP Processor

- Attend to Contractors inquiry or concerns with regards materials reservation, replacement and materials editing based from given bill of materials per project.
- Processing of Variation Order, Purchase requisition and Project Creation
- Do Ad-hocked activities from time to time

PROJECT ASSISTANT

Globe Telecom | June - November 2008

- Responsible in creating End User File for Dash User
- Closely monitor the issuance of units to end user
- Monitor the progress of the project by ensuring end users received and enrolled to Dash User
- Properly file documents related to project assigned
- Responsible in updating fixed assets in the system SAP.
- Worked on reconciliation of Actual Counts vs per booked assets.
- Do Ad-hocked activities from time to time

PROJECT ESTIMATOR

Ceratone Philippines Inc. | March 2007- April 2008

- Area estimation for project assigned.
- Responsible to meet clients deadlines for tile estimation
- Analyze drawings as reference for tile calculation/estimation
- Collaboration with Japanese staffs with regards to complexity of design/drawings
- Exposure on different types of materials/tiles installed during our actual visit on project estimated.
- Trained on how to make the final output fathomable/presentable to client

BRANCH ACCOUNTING STAFF

UBIX Corporation | March 2004 – January 2007

- Responsible for posting branches sales invoices and receipts in Legacy system and updating branches with regards to inventory thru posting delivery and receiving report in the system SAP M3Lite(System Application and Product)
- Validate and compare on posted invoices versus bank deposit slips and perform reconciliation when variance arise
- Do reconciliation on materials posted to the system versus materials inventory per count

Materials Management Department/ Inventory Accounting Department

- Inventory Analyst- Consumables, Machines, Spareparts and Paper
- Responsible for processing of consumables, machines, spareparts and paper transactions in SAP system
- Maintaining up to date and accurate records of Copier, Superfax and Risograph in the Branches and FSD.
- Process materials requisition per branches based from their consumption per month
- Conduct analysis and perform reconciliation on materials with discrepancy based on stock movements and per booked count
- Perform Year-end count on machines, spareparts and papers

EDUCATION

BACHELOR OF ENGINEERING

Technological University of the Philippines – Taguig Campus | 2005 - 2007

COMPUTER ENGINEERING TECHNOLOGY

Technological University of the Philippines – Taguig Campus | 2000 – 2003

TRAININGS

Project Stakeholder Management

Manila Water Company Inc.

November 14-15, 2013

Tile Calculation Training and ODG making

Ceratone Japan, Inc., Kanagawa Japan

December 2007 – March 2008

SAP (System Application and Product) and Legacy Training
UBIX Corporation, Muntinlupa City
October 2006

IBM Philippines Inc.
Administrative Assistant, Information Technology Education Services (Learned
Basic Lotus Notes(Smart Suite, Notes, Domino R5,123, WordPro and
Approach)
December 2002 – July 2003

REFERENCES

Christopher Calamiong
Project Control Manager
Laguna Water Company
09175160790

RAZIEL RELANO
Sr. Data Analyst
Japan Tobacco Inc.
0915 9884855

MAUREEN AGOJO
Purchasing Contract Logistics Management
Multiplex RNC, Inc. (URATEX)
0933 8614253
