

# CHESTER A. VALENDEZ

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## PROFILE

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Pursuing opportunities that allow me to grow professionally, while effectively utilizing my versatile skill set to help promote your mission and exceed team goals. Extremely adaptive and willing to go over and beyond making every step count, while displaying a positive work ethic.

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## PROFESSIONAL EXPERIENCE

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04/2015 – PRESENT  
Bangkok, Thailand

### OVERSEA MARKETING SUPERVISOR

Asian Unity Part Co.,Ltd (AUP) | Manufacturing Industry

- Coordinating, assigning, and reviewing the work of clerks engaged in shipping, receiving, storing, distributing, and maintaining inventories of materials
- Planning, organizing, and overseeing operational logistics of the organization, establishing work schedules and procedures, resolving work-related issues, preparing and submitting progress and other reports, and coordinating activities with other supply-chain work units or departments
- Training workers in job duties, safety procedures, and company policies
- Requisition of supplies and materials
- Ensuring the smooth operation of computer systems, equipment, and machinery and arranging for maintenance and repair work
- May perform the same duties as workers supervised

11/2014 – 03/2015  
Bangkok, Thailand

### SALES EXECUTIVE

Tyra International Co., Ltd | Frozen Food Supplier

- Create/Open a new account for a local customer in Thailand
- Making quotation price offer for customer to consider and review for approval
- Organizing sales visits, demonstrating/presenting products
- Establishing a new business, maintaining accurate records
- Attending trade exhibitions, conferences, and meetings
- Reviewing sales performance, negotiating contracts

06/2014 – 10/2014  
Bangkok, Thailand

### PRODUCT DEVELOPMENT MANAGER

Tyra International Co., Ltd | Frozen Food Supplier

- Product inquiries from overseas
- Oversee trend and product line direction with the ability to create a focused brand concept.
- Specifying market requirements for current and future products by conducting supported by ongoing visits to customers and non-customers
- Driving a solution set across development teams (primarily Development/Engineering, and Marketing Communications) through market requirements, product contracts, and positioning
- Developing and implementing a company-wide go-to-market plan, working with all departments to execute

06/2008 – 05/2014  
Bangkok, Thailand

### JUNIOR SALES EXECUTIVE (Promoted From Customer Service)

Computer Label Worldwide Co., Ltd | Labeling Manufacturer

- Market Companies Portfolio - Abroad
- Customer Service
- Costing Analyses – Provided quotations to the clients for the most competitive price with a measured table of standard and favorable margins for the company
- Considered shipment terms and payment terms
- Inventory Analyses – Coordinated with the warehouse and purchasing to deplete non moving materials and upcoming deliveries
- Production Analysis– Coordinated with the production for the design and layout given by the clients.
- Conveyed the client's demand for quality and design
- Expedited Production for proofing of products

06/2006 – 06/2008  
Bangkok, Thailand

**CUSTOMER SERVICE SPECIALIST**

*Computer Label Worldwide Co., Ltd Labeling Manufacturer*

- Customer Service and Client Management – Quality service, Good relations with customers around the globe
- Quality Services – Prompt reply to clients' inquiries, building rapport with customers, maintaining company credibility for the on-time delivery and quality of products
- Documentation – Assist Sales and Logistics with the shipping documentation
- (Proforma Invoice, B/L, Packing List, Invoice others)
- Stock Inventory – Inventory analyses for the bill of materials from on-handled clients
- Export Logistics – Get all communication for clients' ETA for the delivery of their orders

2005 – 09/2005  
Philippines

**CUSTOMER SERVICE ASSOCIATE**

*Video King Inc. VCD/DVD Rentals Store*

- Customer Service - Friendly approach
- Client account management
- Inventory Analysis
- Manpower Handling
- Procurement/ Purchases of Materials- for Store Level
- Petty Cash Spot Audit

08/2004 – 02/2005  
Philippines

**Taipan Hotel & Restaurant**

*RESTAURANT WAITER*

- Check patrons' identification in order to ensure that they meet the minimum age requirements for consumption of alcoholic beverages
- Collect payments from customers
- Write patrons' food orders on order slips, memorize orders, or enter orders into computers for transmittal to kitchen staff
- Take orders from patrons for food or beverages

07/2003 – 07/2004  
Philippines

**FOOD SERVICE WORKER**

*Jollibee Valencia*

- Provide good customer service and attending customer's need
- Process payments by using cash registers
- Maintained compliance with company policies and procedures for food safety sanitation and quality
- Dealing with customer feedback with a positive attitude.
- Physical worked includes standing for long periods, storage shelves, being exposed to heavy smoke and steam and lifting heavy restaurant equipment and ingredients
- Taking and serving customers orders

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**EDUCATION**

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Diploma in Bachelor of Science in Commerce (Major in Management) - 2003  
San Isidro College | Philippines

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**CORE QUALIFICATIONS**

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- Can handle whatever task will be given and meet deadlines
- Can endure long hours of office work, hardworking, disciplined, patient, and quick learner
- Outstanding customer service Skill
- Able to deal with production and process-capability-related problems
- Can handle manpower and other related supervisory work.
- Computer literate, MS Excel, MS Word expert with a background in Adobe Photoshop and Illustrator
- Good verbal communication skills with the ability to follow instructions
- Good analytical and problem-solving skills
- Time management and organization