

## MORTIFERO, LEA JEAN L.

Address: 14 Doña Felecidad Ext. Brgy Holy Spirit Diliman Qezon City

Contact Number: 0998 5129425 / 0997 6582394

Email: [lea.mortifero@gmail.com](mailto:lea.mortifero@gmail.com)



### 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, Disbursement Vouchers and Inspection Reports accordingly.

### **National Key Accounts Group-Assistant/Associate**

- Supports the National Key Account Group-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.
- 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 information are true to the best of my knowledge and belief.

Lea Jean Mortifero