

JACQUILINE ROSARIO CORTEZ



Blk 6 Lot 24 Rio Verde Subdivision Brgy. Cabuco Trece Martires City Cavite 4109

Mobile No: 0919-063-1623/ 0994-457-8927

Email address: jacquicortez13@gmail.com

CAREER OBJECTIVE:

To obtain a meaningful and challenging position that enables me to learn on different fields I am into and allow me for advancement.

WORK EXPERIENCES:

FASTTRACK SOLUTIONS INC.

Unit 10-D 10/F Valero Tower, 122 Valero Street, Salcedo Village, Makati City 1277

Position: SUPPORT COORDINATOR

Inclusive Date: November 2022 – present

Duties and Responsibilities:

- ❖ Attend day huddle with support team and discuss necessary and important matters regarding client's and consultant's concerns.
- ❖ Checks new and existing tickets from consultant center portal created by clients/customers for technical assistance.
- ❖ Coordinates with consultants/programmers for the raised tickets base on modules of each issue.
- ❖ Create and attend meeting schedules for consultant's discussion with clients regarding raised ticket on our portal.
- ❖ Make proposal for the activity of the consultant base on client's request on adjustment or enhancement on their system.
- ❖ Make sure to follow up signed proposal and advise consultant to do the activity once the proposal was approved on client's side.
- ❖ Update and discuss reports of each client for monthly ticket review, to assess and advise clients on the status of their raised issues.
- ❖ Monitors client's blitz and maintenance contract base on the updated reports.
- ❖ Assist other clients of co-coordinators in case they are on leave.
- ❖ Performs other task instructed by the superior.

PILIPINAS NM, INC.

Epza drive cor.11th st. FCIE Brgy. Langkaan Dasmariñas, Cavite

Position: PRODUCTION CONTROL & PURCHASING SUPERVISOR

Inclusive Date: April 2018 – November 2022

Duties and Responsibilities:

- ❖ Receives Customer P.O through email or sent by company president.
- ❖ Coordinates with production manager for the plotting of schedule for operation.

- ❖ Checks raw materials stock including consumables supplies that affects the production operation.
- ❖ Checks, monitors and updates all local and export deliveries.
- ❖ Monitors the booking of deliveries both by air and mostly by sea shipments.
- ❖ Monitors all packing materials for the completion of each outbound delivery.
- ❖ Coordinates with forwarder for the import & export shipments to ensure on time delivery.
- ❖ Checks the proper packaging process and assures that all items are properly packed and stored at packing/warehouse area based on standard flow.
- ❖ Checks Production Status Report based on the given inventory by production, personnel and warehouse staffs.
- ❖ Checks all documents from PEZA and Customs processed by the broker/processor.
- ❖ Discuss with the supplier the details of needed materials/items for packaging of finished products, especially for new items.
- ❖ Completes purchasing monthly receiving report of all consumable supplies and imported materials to be forwarded to accounting for payment purposes.
- ❖ In charge of the monthly sales/inventory result of all finished goods, work in process items per section and forwards finished report to accounting for checking of sales and profit for the month.
- ❖ Update annual sales budget report and standard cost report, for preparation for the coming year and forward the finish report to finance department for consolidation and checking.
- ❖ Checks all freight in and freight out billings before sending original copies to finance department for payment.

DOMESTIC HELPER

Flat D 1/F Morengo Court 25 Tai Hang Road Hong Kong

Inclusive Date: October 2017 – March 2018

- ❖ Prepare food for the kids before going to school.
- ❖ Drop and pickup them on the bus stop before and after school.
- ❖ Bring the kids to their other activities after school, like swimming, enopi, skating etc.
- ❖ Prepare dinner for the whole family before the come home.
- ❖ Doing the laundry and ironing clothes while preparing the soup for dinner.
- ❖ Cleaning the whole house including rooms and toilets.
- ❖ Feed the dog in the morning and evening.
- ❖ Make sure to do the dishes and cleaning the kitchen before going to sleep.
- ❖ List down all needed grocery items for weekly consumption.
- ❖ Go to the market to buy vegetables, meat and fish products.
- ❖ List down all expenses on the notebook as per instruction of employer.
- ❖ Perform other task instructed by the employer.

YUMEX PHILIPPINES CORPORATION

FCIE Brgy. Langkaan Dasmariñas, Cavite

Position: PRODUCTION PLANNING & CONTROL SUPERVISOR

Inclusive Date: March 2006 – October 4, 2017

Duties and Responsibilities:

- ❖ Prepares Online Production Schedule to be used inside the production
- ❖ Monitors all arrival of materials and its status for the preparation of production schedule.
- ❖ Checks, monitors and updates all local and export deliveries.
- ❖ Book flights, trucking when there is local & export deliveries.

- ❖ Attends meeting with customers with regarding customer's order and delivery of items based on P.O requirement.
- ❖ Monitors all packing materials for the completion of each outbound delivery.
- ❖ Help on production process during urgent deliveries, to provide on time commitment to customer.
- ❖ Attends meeting with the Japanese and local managers when customers visit the factory to discuss situations of orders and deliveries.
- ❖ Checks the proper packaging process and assures that all items are properly packed and stored at packing/warehouse area based on standard flow.
- ❖ Checks status of import deliveries when Material incharge is not present.
- ❖ Checks Production Status Report based on the given inventory by production, material handlers and packing operators.
- ❖ Process all documents in PEZA and Customs when the Import/Export Officer is on leave and during urgent deliveries.
- ❖ Discuss with the purchasing or supplier the details of needed materials/items for packaging of finished products, especially for new items.
- ❖ Assist our Japanese managers of their car schedule if they have official business outside the company.
- ❖ Incharge of the monthly sales/inventory result of all items per division and forwards the report to accounting upon approval of division managers.

Clearlink Manpower Services

Malabag Silang Cavite

Position: PPC/Sales Staff

Inclusive Date: March 2004 – March 2006

- ❖ Make the production status report to check inventory of materials and send to customer.
- ❖ Make documents of outgoing deliveries, local and export then give to Impex officer for Peza and BOC processing.
- ❖ Book flights and schedule trucks for deliveries.
- ❖ Files all reports use in production status report.
- ❖ Performs other task instructed by the superior.

Abenson Ventures Inc.

Makati City

Position: Invoicing Clerk

Inclusive Date: July 2003 – December 2003

Duties and Responsibilities:

- ❖ Prepares all documents & equipment for invoicing
- ❖ Assist customers when they pay at the counter
- ❖ In charge of releasing of the items that customer's bought.
- ❖ Encodes the desired quantity & amount of the item their availing
- ❖ Take charge of the counter once the cashier is on-leave or absent
- ❖ Prepare reports at the end of the day for accounting purposes.

EDUCATIONAL BACKGROUND:

TERTIARY: Pangasinan State University

Lingayen, Pangasinan

Bachelor of Science in Computer Science

1999-2003

SECONDARY: Labrador National High School
Labrador, Pangasinan
1995-1999

PRIMARY: Bongdu Elementary School
Magsaysay, Labrador, Pangasinan
1989-1995

TRAININGS & SEMINARS ATTENDED:

- * **ISO 9001:2015** – Full Awareness Course / March 5~6, 2019
- * **NCII Domestic Work** / August 31, 2017
- * **Domestic Work/Home Management Course** - August 29, 2017-
September 20, 2017
- * **Memo Writing Workshop** / October 24, 2015
- * **Green Purchasing** / February 9, 2013
- * **Managing Conflict in the Workplace** / July 14, 2011
- * **JAPANESE LANGUAGE** – Regular Elementary to Advanced Course “30 Hours”/
July 16, 2009~September 24, 2009
- * **ISO 9001:2000** – Quality Management System / April 15, 2008
- * **ISO 14001:2004** – YPC EMS Awareness / April 15, 2008

PERSONAL INFORMATION:

Date of Birth : April 13, 1983
Place of Birth : Acoje Mines, Sta. Cruz, Zambales
Height : 5'2" or 158.49cm.
Weight : 57 kgs.
Sex : Female
Religion : Roman Catholic
Civil Status : Married
Citizenship : Filipino
Age : 40
Father : Carlos T. Rosario (deceased)
Mother : Corazon M. Rosario
Husband: Dennis M. Cortez
Occupation: Die Mold Supervisor

Address : Blk 6 Lot 24 Rio Verde Subdivision Brgy. Cabuco Trece Martires City Cavite 4109
Person to be Contacted: Dennis M. Cortez / 09356525903

CHARACTER REFERENCES:

Ms. Alexa Bautista
Fasttrack Solutions Inc.
Customer Care Specialist
Unit 10-D 10/F Valero Tower, 122 Valero Street, Salcedo Village, Makati City 1277
(02) 831-4845

Ms. Maria Gloria Umandal
Pilipinas NM, Inc.
Admin/Accounting Manager
Epza drive cor.11th st. FCIE Brgy. Langkaan Dasmariñas, Cavite
(046) 402-0529

Mr. Manuel Santiago
Pilipinas NM, Inc.
Production Manager
Epza drive cor.11th st. FCIE Brgy. Langkaan Dasmariñas, Cavite
(046) 402-0529

I hereby certify that the above information are true and correct to the best of knowledge and belief.


JACQUILINE ROSARIO CORTEZ