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Top Skills

Management

Social Media Marketing

Advertising

Certifications

Basic Occupational Safety and
Health

Grace Anne Alvarez

Head Of Operations at Zenarosa Food Corporation
Region IVA - Calabarzon, Philippines

Summary

Professional virtually and peer-to-peer in performing Sales, Marketing and Customer Service tasks, duties and responsibilities.

Experience

Zenarosa Food Corporation

Head Of Operations

August 2019 - Present (8 months)

Carmona, Calabarzon, Philippines

Zenarosa Food Corporation is the food manufacturing plant of Turks Philippines.

As Operations Head, below are the duties and responsibilities I am doing.

- (1) Ensuring that the company is compliance with the Local Government from Food Safety, DOLE, etc.
- (2) Guiding the supply & demand planning nationwide.
- (3) Establishing Operational Process Standardization
- (4) Improving Food Handling Standardization.
- (5) Ensuring that Legal Agreements are meet and followed by Suppliers and Contractors.
- (6) Handling logistics for Laguna and Cavite Area.
- (7) Generating Payroll for Office Staffs, Production Operators & Logistics Team to be billed to Growing Emerging Market Corporation(Franchising Company of Turks).
- (8) Allocate budget and calendar planning for the development of the manufacturing and its franchising company.
- (9) Deciding project execution.
- (10) Auditing Billings before requesting for payments.
- (11) Forecasting and Production Planning.
- (12) Raw Materials Planning and evaluation.
- (13) Costing for new product and reviewing existing costs of products.

CLDN Consultants

Lead Generator/Email Marketing/Sales Agent

January 2020 - March 2020 (3 months)

London, United Kingdom

CLDN Consultant offers website security in London.

As a Freelance Sales Agent, I executed below duties and responsibilities.

- (1) Lead Generation. I used internet to research for websites that has no security or low security.
- (2) Email Marketing. I generated organic email content to each website to offer to get their interest and to be more informant rather than be a solely sales agent.
- (3) Generated database for CLDN Consultant reference.

Mets Logistics Inc

Account Executive

November 2016 - August 2019 (2 years 10 months)

Carmona Cavite Philippines

Responsibilities are categorized to Five:

- (1) Sales and Marketing which focuses on Busines-2-Business negotiations. In general, we do email thru lead generation, sales calls, area mapping and advertisement thru PAMPI magazines.
- (2) Customer Service Representative focuses on after sales in which we will anticipate client concerns and client requests.
- (3) Administrative tasks in which efficiency in using excel is required. We prepare reports and analysis using PowerPoint, Excel, and Word.
- (4) Bookkeeping and Collection;
- (5) Graphic Design and Content Writing for website purposes and marketing collaterals.

AEON Credit Service (Philippines) Inc.

Jr Marketing Officer

February 2015 - November 2016 (1 year 10 months)

Philippines

AEON Credit Service Philippines Inc is a Japanese financing company under Aeon Group of Companies.

As Jr Marketing Officer, I executed below duties and responsibilities.

- (1) Prepared strategic annual marketing plans with a concrete action plan in case it missed its target for the month.
- (2) Wisely allocated the budget of the annual promotional plan for higher ROI, return-of-investment.

- (3) Ensured that all materials and collateral meet the deadline in order.
- (4) Ensured that the right employees for South Team get onboard.
- (5) Trained and guided financing consultants to meet target sales as well as build their customer skills for their connections and opportunity in the future.
- (6) Planned a better strategy to make a new client operation in offering financial service without increasing the manpower overhead cost.
- (7) Visited cities and states in the Philippines, specifically Luzon Area, to open new opportunities and to close deals with new clients.
- (8) Ensured that contracts are good for the deal with a win-win strategy.

Rohm Electronics Philippines Inc
Operations Production Support
November 2011 - April 2012 (6 months)
Calabarzon, Philippines

Rohm is a semiconductor manufacturing company that produces products to be used globally. It is a "Japanese" company that originated in Japan.

As Operations Production Support, I executed below duties and responsibilities.

- (1) Supported the production by being knowledgeable and able to operate to other processes such as Wirebond, Tape-Attach & Tape-Detach, Misusumashi, Sheer test & Pull Test, Quality Personnel in charge of product recall and tracing.
- (2) Prepared an accurate and sensible report to which root-cause analysis and recommendations are present.
- (3) Collated the necessary supporting documents, executed necessary WSO, Work-Stoppage-Order, immediately in case recurrence is observed.
- (4) Assisted the team-leaders, supervisors, in-charge by doing an administrative or clerical task such as building databases for daily production reporting.

LA CROESUS PHARMA INC
Administrative Assistant
July 2011 - September 2011 (3 months)
Barangay Sto. Tomas, Biñan, Laguna

La Croesus Pharma, Inc. is a toll-manufacturer, trader, distributor and importer of quality branded and generic human medicines, galenicals, cosmetics, household consumer products and veterinary medicines.

As an Administrative Assistant, I accomplished below duties and responsibilities.

- (1) Handled the manpower scheduling and allocation of Maintenance Personnel, Company Nurse, and Security Guards.
- (2) Built-up, collated and filed accreditation standards, necessary documents, and permits in compliance to Philippines Local Government of third-party service providers.
- (3) Organized the appointment schedules of the President.
- (4) Checked the completeness and accuracy of the documents for signature for proper tracing and proper decision making before getting approval from the President.
- (5) Created an annual calendar of Preventive-Maintenance and Intensive Cleaning Procedure of the Manufacturing Plant.
- (6) Validated the Overtime Forms using Bio-metrics and Activity Data as indicated in the Annual Calendar before forwarding to Payroll.

Education

Saint Michael's College of Laguna

Associate's degree, Information Technology · (2009 - 2011)