

JOSEPH STA. TERESA SOLITARIO

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PROFESSIONAL OBJECTIVE

To pursue a full-time freelance position in Data Entry/Mining/Analytics, eCommerce Listing and WordPress development and maintenance.

SKILLS & QUALIFICATIONS

- Strong knowledge on MS Office, MS Visio, MS SharePoint, SQL, WordPress
- Can generate reports and documents by using Pivot Table, Mail Merge and Excel Formulas
- Interpersonal, project management and analytical skills
- Strong knowledge on process improvement and documentation
- Effective oral and written communication skills
- Can work with little supervision
- Organize, patient and pleasing
- Highly trainable, fast learner and has initiative
- Can work on different shift schedule.
- Willing to try and learn new things
- Upholds confidentiality in all areas of work

CORPORATE WORK EXPERIENCES

Team Leader, Demand Analyst

January 27, 2015 – January 31, 2018

Company: Emerson Electric Asia Ltd. (ROHQ)

Business Unit: Commercial & Residential Solutions (ClosetMaid)

Sales Operations Department

9/F SM Cyber West Avenue EDSA corner Bulacan St. & West Ave.

Brgy. Bungad, Quezon City 1105

Duties and Responsibilities:

A. Special Events / Project Management

- Assigned to handle more complex events/account/activities, key customers and key initiatives of the company relevant to Demand Management
- Promotions and new sales programs execution tracking and analysis to determine the effectiveness of advertising and track sell through on promo buys.
- Effective execution of Special Events through Project Management
- Provide input to the Supply Planning organization in developing inventory strategies on new and/or transitioned items.
- Also work with the S&OP Team as needed to improve the overall S&OP process and improve forecast accuracy
- Preparation of monthly, weekly and daily internal reports.
- Work closely with Schedulers, Material Planners and Inventory Transfer Coordinator to ensure product availability for special events.
- Work closely with Sales, Marketing, Finance, Customer Service and Data Management to ensure completion of Customer Profile, Item and Pricing setup in the system before placement of orders.
- Monitor and check tagging of actual orders in the system

B. Management/Administrative/Other Responsibilities

- Able to identify critical days and activities to effectively manage staffing and headcount for day to day operation including defining the team's business continuity plan
- Performance Management through regular coaching, mentoring, feedback sessions, training, discipline management and appraisals
- Facilitates regular communication for internal and external customers
- Create, manage and control processes
- Works hand in hand with the local and overseas team in ensuring Business Continuity process is in place
- Effectively delegates task and activities within the team
- Ensures that quality-oriented communication occurs at the same time ensuring that quality processes are routinely discussed with the team
- Assist the Management team in evaluating the performance of management systems in place continuously checking the suitability, adequacy, and effectiveness of these systems and should recommend whether these systems should be changed
- Must examine/enforce feedback from customers, process performance information, corrective and preventive actions, and changes that might affect operational systems
- Ensure that the team has the right experience, education, training and skills to effectively perform their job
- Assist the Management team in identifying both human and physical factors that influence the quality of work being performed
- Must manage, on a daily basis, both the human and physical factors that influence operational effectiveness and productivity
- Sees to it that the Team is fully informed, aware, and adhering to all approved Standard Operating Procedures (SOPs) and all approved Policies and Operating Guidelines (POGs); must effectively train all members of the Team so that they will all uniformly adhere to these policies, systems and procedures accordingly

Major Achievements:

- 2017 SCREAM Ultimate & Gold Awardee (ComRes) "Fill Rate Improvement on Special Events for New Product Launches"
- 2015 SCREAM Silver Awardee (ComRes) "Special Events Forecast Accuracy Improvement"
- Perfect Attendance FY 2014 – FY 2017

Senior Demand Analyst

April 2012 – January 2015

Company: Emerson Electric Asia Ltd. (ROHQ)

Business Unit: Commercial Industrial Solutions (ClosetMaid)

Sales Operations Department

8/F Robinsons Cybergate Plaza, Cybergate Compound EDSA

Barangka Ilaya, Mandaluyong City 1550

Duties and Responsibilities:

A. General Responsibilities

- Responsible for all forecasting activities associated to his/her assigned customer and will be managing a specific Strategic Business Unit
- Responsible of reviewing and adjusting forecasts using historical trends and market information, while improving forecast accuracy and adhering to standardized demand planning procedures.
- Accountable for gathering forecasts and explaining how the demand versus the forecasts affects the business unit in terms of Sales and Unit Values to make sure that the business is in right direction.
- Product by product review to identify excess inventory on active skus.
- New product execution tracking – Review POS(if available)/sales data versus on-hand quantity to determine if inventory is available and if sales exists in a given store location.
- Key Accounts Sales Analysis
- Actively coordinates with the different ClosetMaid departments depending on what report/project is worked on and proactively makes recommendations and presentations of analysis results
- Constantly performs research work to augment sales data findings and analysis
- Submits reports in a timely manner and reviews work for accuracy
- Provides reports and information about customer pricing, and provides solutions to the pricing problems that may arise.
- Preparation of monthly, weekly and daily internal sales report
- Preparation of sales reports in a regional, territorial and product segment basis
- Preparation of distributor point of sales reports (planned)
- Analysis of fundamental customer demand and inventory trends
 - ❖ Prepare analysis and recommendations used to generate monthly orders and shipment forecasts
 - ❖ Monitor product mix trends

- ❖ Participate in regular sales forecast meetings and sales staff meetings
- ❖ Periodic sales shipment comparison report by item
- ❖ Periodic “Zero-on-Hand” report to determine which and how many distributors are out of stock of a particular ordered item specially active and fast-moving ones
- ❖ Periodic backorder reporting
- Promotions and new sales programs execution tracking and analysis to determine the effectiveness of advertising and track sell through on promo buys
- Works with the Demand Analysts/Manager, Director of Consumer and Sales Support, Sales Managers and SBU VPs in developing corporate and internal sales presentations
- Execute strategic assessments of new growth markets including non-US which includes:
 - ❖ Identification of new growth markets
 - ❖ Measuring size and growth rate of the market
 - ❖ Determining competitive structure including the related market shares
 - ❖ Profiling key competitors in the market

Sales Analyst / Pricing Administrator / Product Data Administrator
March 2010 – April 2012

Company: Emerson Electric Asia Ltd. (ROHQ)

Business Unit: Commercial Industrial Solutions (ClosetMaid)

Sales Operations Department

8/F Robinsons Cybergate Plaza, Cybergate Compound EDSA

Barangka Ilaya, Mandaluyong City 1550

Duties and Responsibilities:

A. Pricing Administration

- Item Pricing administration including audit on Pricing Documents.
- Controls and maintains pricing files for the products being sold, and provides price reports, information and solutions to pricing issues and problems that may arise. (limited responsibility)
- Maintains and controls pricing files, and helps implement the price increases/promotions

B. Sales Data Analysis

- Preparation of monthly, weekly and daily internal/external sales report
- Prepares, analyzes and interprets sales data and reports to identify customer sales opportunities, and to effectively present information and respond to questions from internal and external customers
- Manage Liquidation/Slobs, produce inventory write up forms and prepare obsolete item inventory reports
- Preparation of sales reports in a regional, territorial and product segment basis
- Preparation of distributor point of sales reports (planned)
- Analysis of fundamental customer demand and inventory trends, shipments and back order

C. Product Data Administration

- Responsible in maintaining and updating ClosetMaid product information on customer’s site such as Big Hammer, Home Depot Link and Lowe’s Product Content Management (PCM) complying to specific requirements on Marketing Attributes, UPC, GLN, GTIN and Item Dimensions.

Project Administrator/Analyst

June 2, 2008 – October 31, 2009

Company: People 4 People (Quaerito Qualitas, Inc. Division)

Outsourced to: Pilipinas Shell Petroleum Corporation

Downstream Retail – Operations Support & Management Dept.

Shell House Bldg. 156 Valero St.

Salcedo Village, Makati City

Duties and Responsibilities:

A. Management of Data and Report

- Collates, encodes and prepares monthly and quarterly reports on Permits Status Monitoring, Direct Debit Monitoring, Volume Target versus Actual Sales and Performance Evaluation Scores of station retailers/dealers and forecourt attendants.
- Facilitates in encoding Daily Wet Stock Analysis.
- Assists in processing Direct Debit Application of station dealers.
- Facilitates in creating and sending Customer Setup and Amend (CS&A) requests for GSAP.
- Generates dealership contracts based on updated input sheet and business plans.
- Documents handling and filing.

B. Administrative Support

- Coordinates with station retailers or focal in gathering updated information via phone or email surveys and inquiries.
- Facilitates in disseminating communication letters with station dealers via fax and email.
- Provides phone counseling regarding permits applications, amendment and exemptions.
- Gives assistance in providing dealers some documents they need for permit renewals.

Experiences Gained:

- Enhance my skills on data analysis, monitoring and cleansing; records management and reports generation.
- Experience in handling different queries, concerns and situations from different station retailers and focal.
- Gained knowledge on different types of permits and contracts.
- Gained knowledge on creating request for GSAP's Customer Setup and Amend, as well as Direct Debit Migration.
- Good team player and multitasking capabilities.
- Proven initiative and ability to work with minimal supervision

Accomplishments:

- Developed simple Excel Databases used for various monitoring/tracking activities and reports.
- Established proper and organized filing of documents.
- Wrote guidelines on direct debit monitoring and migration, customer setup and amend and permit applications, together with its requirements and grounds from amendment and exemption.
- Keep all information in the database accurate and updated.
- Submitted reports on time.
- Coached my teammates on the policies and procedures, as well as handling queries from different stations.

Data Analyst / Administrative Assistant

November 21, 2006 – February 29, 2008

Company: Manpower Outsourcing Services, Inc.

Outsourced to: Canon Information Technologies Philippines, Inc.

Development Division (Hardware Section) / General Administration

2/F Techno Plaza One Bldg. 18 Orchard Road

Eastwood Libis, Quezon City

Duties and Responsibilities:**A. Administrative Support**

- Supports the Group Manager in administrative tasks such as file editing, database encoding, documents filing, communications handling and coordination of activities for the group.
- Prepares and process order sheet, request for quotation, software requisition and asset/ parts requisition forms.
- Facilitates in processing of travel documents and requirements.
- Minutes taking
- Assists in setup and audit of training and development PC's.
- Input examinations for on-line certification exams.
- Prepares and updates database on software licenses, deliverables, assets and employees' information.

B. Budget Tracking

- Makes reports in terms of manpower count and software license count.

C. Management of Data and Report

- Gathers and prepares/generates weekly and monthly reports on project deliverables and milestones, man-hours, effort per phase or per block, plan versus actual results, trips, leaves and other issues.
- Facilitates in preparing project metrics report.

D. Asset Management

- Checking of delivered items and invoice.
- Printing of asset stickers.
- Preparation and consolidation of disposal records.
- Documents handling and filing.
- Facilitates in asset issuance or delivery, release and disposal.
- Facilitates in equipment management, asset repair, asset heap management, asset tracking, meeting room reservation and disposal management.
- Coordinates with the administration group in order to comply with necessary requirements before the issuance of requested items or release of items.

- Assists the Compliance and Promotions Office (CPO) and Accounting Department for the quarterly audit of assets.
- Prepares and processes documents to be sent in Japan, particularly the Consignment Acknowledge Forms.

Research Assistant (Part-Time)

June 1, 2005 – September 30, 2006

Research Center, Siena College Taytay
E. Rodriguez Ave. Gregoria Heights Taytay, Rizal

Duties and Responsibilities:

- Facilitates in editing research softbound.
- Prepares and updates database of research softbound and hardbound.
- Supports in selecting, editing, lay-outing and proofreading of articles for the publication.
- Serves the students in using the research laboratory.
- Coordinates with the students in order to comply with necessary requirements.
- Documents handling and filing.

EDUCATION & CREDENTIALS

Tertiary

Siena College Taytay

E. Rodriguez Ave. Gregoria Heights Taytay, Rizal
Bachelor of Science in Business Administration
Major in Management
2001 – 2005

Special Units in Secondary Education

Major in Mathematics
(Full Scholarship)
2005 – 2006

Primary & Intermediate

Pasig Catholic College

Malinao, Pasig City
1990 – 2000

PERSONAL INFORMATION

Nickname: “Joseph”, “Seph”

Birthday: September 11, 1983

Birthplace: Pateros, Metro Manila

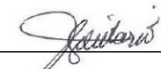
Height: 5’4”

Civil Status: Single

Religion: Roman Catholic

Nationality: Filipino

I hereby certify that all the above-mentioned information provided are true and correct to the best of my knowledge and ability.



Joseph Solitario