

CHARLENE A. PATACSIL

"Cha"

An employee who believes in long term relationship and investment in reputation and branding. I specialize in leading a team and bring the most creative insights out of them. With a principle of "always believe on what you can achieve",

Contact

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Address
160 Disso-or, Bauang La Union /

Education

2014
Saint Louis College
Bachelor of Science in Business Administration, Major in Marketing
City of San Fernando, La Union

2010
Sacred Heart School
Bauang, La union

Achievements

- Owner of Ethereal Freediving Gears (2020)
  Selling Platforms : Instagram / FB
- 2018 Best Unit Manager
  Modern Trade
  Emperador Distillers Inc.
- 2018 Supplier Excellence Award
  Philippine Seven Corporation
- 2016 Best Account Managger (Major Supplier Category)
  Fisherfoods Corporation

Language

English
Tagalog
Ilokano

Experience

April 2024- Present
Functional Fitness Australia | Peak & Flow Training
Virtual Assistant

- Part Time: April 2024- June 2024 | Full Time: July 2024- Present
- Managing both internal updates to ensure smooth and efficient business operations.
- Committed to delivering exceptional support and driving promotional success through innovative and strategic solutions.
- Create and editing landing pages and websites.
- Schedule client's sessions & meetings , edit videos / reels.
- Address customers concern via e-mail
- Admin / Marketing Associate

November 2022- April 2024
Alcalde Brewery Corporation
Marketing Associate/ Admin (Side Hustle)

- Social Media Manager
- Admin / Finance - Handles payroll of employess / organize files and datas
- Marketing- search and implement marketing strategies

April 2022- June 2024 | April 2016-March 2022
Emperador Distillers Inc.
Business Unit Manager | Unit Manager

- Primarily responsible for the development of assigned business unit in order to achieve sales targets.
- Monitors and supervise the team and account operations nationwide.
- Supervised and guided new key accounts specialist and field operations coordinator in briefing their new role and basic admin task to better improve their understanding of job responsibilities.
- Undertake any and all tasks, projects, instructions, etc. that may be assigned by management in the furtherance of company policies and objectives.
- Serving as a primary contact for key clients during design and implementation process.
- Develop and maintain strategic long-term trusting business relationship with high volume account
- Measure, track and analyse key account metrics.
- Gather, report and communicate customer's feedback about the products.
- Analysis and identification of upcoming needs and opportunities. Keep abreast with industry and market trends and best practice.
- Informed and resolved reported problems such as logistics, pricing, discounting and inventory, to its respective Buyers

May 2014- March 2016
Sitel Philippines Corporation
Customer Service | Sales Representative

- Responding to requests, assisting with product selection and handling ordering functions for an online shopping account to one of the biggest Retail company in US: Macys & Bloomingdales
- Described products to customers thoroughly explaining details and care of merchandise
- Consulted with outside parties such as Bank and Shipping Companies to resolve discrepancies and create effective solutions.
- Place online order for the customer or walk through them. Provide after sales service such as Returns of merchandise, Refund and Tracking of orders.
- Communicated with vendors regarding back order availability, future inventory and special orders.
- Chat and Voice Support

Character Reference

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