



CORTEZ, EDNALYN SOLIS

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SUMMARY OF QUALIFICATIONS

- Highly experienced in Administration with extensive knowledge in office management software. Proven office and personnel management skills, with equal ability in lead and support roles. Competencies include record keeping, document management, personnel support and report presentation
- Strong communication and organizational skills
- Proactive in recognizing problems and implementing solutions
- Strictly adhering to office policies and procedures, especially regarding confidentiality
- Resourceful and determined in overcoming obstacles
- Highly analytical and detail oriented
- Quick learner and eager to learn
- Can equally work well in both team-oriented and self-directed environments

Office and Real Estate Administrative and Secretarial experience

- Experienced administrative personnel both in Philippines and in Abroad (China, Singapore) with training in a wide range of office administration tasks. Able to work under pressure and collaborate with a team.
- Knowledgeable in Database and Email Management, Schedule and Appointment Setter, and various Customer Relationship Management (CRM) in Office and Real Estate
 - Asana, Salesforce, Happy Grasshopper, MailChimp, Boomtown, Bright MLS
 - Data Entry (Encode), record and documentation, meeting minutes, tracking workflow
 - Microsoft Office, Google sites, FastTrack360, DotLoop
 - Image & Video Editing, Canva, Presentation, Caricature
 - Social Media Management
- Procurement expertise in price quotation, market study, purchase order preparation, government and public bidding, importation services, supplier and lessor research and compliance
- Capable of handling disposal documentations and public bidding
- Trained on the Application, Process and Renewal of Singapore Employment Pass, Renewal and Dependent Pass
- Assist with administrative tasks such as reception and clerical work (mailing, scanning, faxing, copying, filing), sorting, and distributing mail to office personnel, running errands to courier, clearance, licensure, update permit, banks, office supply store, and other ad hoc needed task related to business

Sales and Customer Service

- Knowledgeable in SAP BW (Business Warehouse) and SAP BI (Business Intelligence) System for SKU's data warehouse product
- Prepare Sales Monitoring Report and Sales Forecast
- Field Marketing and endorsement for New or Upgraded products and execution of marketing campaigns
- Responsible for addressing customer needs and serving as the point of contact for customer service lines for inquiries, complaints, and feedback

Music Profession

- 2006 Pinoy Idol Champion in Singapore
- Member of Filipino Artist in Singapore
- Music Trainer, Vocalist and Performer

TRAININGS

- Procurement and Effective Negotiation Skills Seminar
- Training and Workshop for Accountable Officers
- Computer Systems Servicing NC II, Technical Education and Skills Development Authority
- Virtual Assistant and Social Media Management, Virtual Assistant Training Philippines
- Republic Act No. 9184 and Its Revised Implementing Rules and Regulations for Philippine Government Procurement, GPPB
- Philippine Bidding Documents (PBDs) for the Procurement of Goods, CGBP
- Professional Office Administration Educational Series – Office Files and Records Management, Business Maker Academy
- Business Writing and Online Etiquette, Business Maker Academy
- Training and Development Program, Unilever Singapore
- Work Passes and Permit Process in Singapore, Ministry of Manpower in Singapore
- Telephone Courtesy & Customer service, Trust Management Singapore

EDUCATION

Dr. Carlos S. Lanting College

Elementary to High School

Mount Carmel College

Bachelor's Degree in Computer Science

BMC International College

Diploma in Private Secretarial

WORK EXPERIENCE

APO PRODUCTION UNIT, INC.

A Government-Controlled Corporation and one of the Recognized Government Security Printers for Philippine government agencies and offices

Position: Purchasing Officer

Technical Working Group Member for Public Bidding 2019

Purchaser 2019-2022

Disposal Committee Secretariat 2021

Gender and Development Member

2019

Bids and Awards Committee Secretariat 2017-2019

REAL ESTATE, USA

Position: Virtual Assistant & Social Media Manager (Freelance)

Support for Business Coaching and Realtors

UNILEVER SINGAPORE PTE LTD from 2009 - 2015

Multinational company which products are available in around 190 countries and owns over 400 brands

Position: Customer Development Operations Executive

Malaysia and Singapore Opsolight+ Project

Admin 2012 Sales Division Secretary 2009-2011

ROBERT WALTERS SINGAPORE PTE LTD 2006 - 2009

Specialist professional recruitment consultancy. Hiring and finding specialist and professionals for largest corporates world-wide

Position: Information Technology Division Secretary

ZHUHAI INTERNATIONAL CONFERENCE HOTEL (ZHUHAI DEHAN DAJIUDIA) – 2004 - 2006

6- Star Hotel with Chinese and Western ambiance located along the Coast Area of Guangzhou Zhuhai, China

Position: Front Office Assistant Manager

POWERHOUSE STAFFBUILDERS INTERNATIONAL, INC. 2000 - 2004

Staff provider that delivers jobs hiring, career resources and education based on your career goals - local and abroad

Position: Business Admin (Quick Drill Engineering)