

**DERICK IVAN T. CHONG**

36 Drexel Street, University Hills Subdivision  
Caloocan City 1407  
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**OBJECTIVE**

To secure a challenging position that allows me to contribute, apply theoretical concepts and enhance my creative thinking, office support, customer service, intrapersonal and analytical skills with the expertise in the field of sales and marketing for development and innovation.

**EDUCATION****CHIANG KAI SHEK COLLEGE**

Bachelor of Science in Commerce – Major in Marketing  
October 2010

**PHILIPPINE ACADEMY OF SAKYA**

High School Diploma, March 2005  
Member of the School's Athletics Varsity Team.

**WORK EXPERIENCE****Arriva Medical an Alere Company****Team Leader(Supervisor)**

May 2013 – Present

- Generate daily, weekly and monthly productivity reports for both sites (PHL and FL)
- Assists agents that are taking calls.
- Makes the end of month scorecards for our site (PHL)
- Makes the reports that my Operation Manager uses to report in their weekly ManCom
- Generate and provide status reports to management
- Microsoft Office, Excel and PowerPoint experience
- Assisted and participated in company's event such as Tree Planting in Ipo Dam.
- Handles a Team and monitor their productivity daily, weekly and monthly.
- Coach agents in their daily productivity and behavior. Train them to be the next in line.

**BOTTOMLINE (Clothing Company)****Manager/Marketing Assistant**

March 2011 – March 2013

- Coordinated with company's supplier within and outside Philippines
- Contact follow-ups on sales prospects and suppliers
- Monitored stocks and sales in a daily basis
- Generate and provide status reports to management
- Supports sales presentations by assembling quotations, proposals and product demonstration
- Assisted and participated in company's event such as bazaars
- Determine new market channels
- Perform general clerical duties
- Microsoft Office, Excel and PowerPoint experience

- Acquired public relation and budgeting skills through trainings

### **CHICKEN ATIATIHAN**

#### **On the Job Training**

June – October 2010

- Coordinated with different suppliers
- Maintained and monitored stocks in a timely manner
- Responsible for clerical and accounting duties
- Manages the store in supporting staff in assigned task

## **SEMINARS ATTENDED**

### **CAMPUS CAREER CARAVAN**

Chiang Kai Shek College

#### **Business Etiquette**

Chiang Kai Shek College

#### **The 2<sup>nd</sup> Entre Youth Challenge**

One Esplanade

Philippine Junior Marketing Association

#### **Guerilla Marketing**

Araneta Coliseum

Philippine Junior Marketing Association

#### **Essential Characteristics of an Entrepreneur**

Chiang Kai Shek College

## **Extra-Curricular Activities**

#### ***Member, Artist Guild***

Chiang Kai Shek College

2006-2010

Organized and Engaged in various Dragon Dance Competition for the school

#### ***Member, Philippine Junior Marketing Association***

Chiang Kai Shek College

2005 – 2010

#### ***Member, Track and Field***

Philippine Academy of Sakya

2004 – Present

Competed and won various medals in Athletic Competitions like Chinese Meets, FCAAF Meets, and Spring Festivals.

## **Personal Information**

Born on June 21, 1988 in Manila, Philippines. Fluent in both oral and written English and Filipino. Conversant in Fookien. Knowledgeable in Microsoft (Word, Excel and PowerPoint) and Macromedia programs (Adobe Photoshop). Interests include playing sports, music

reading and solving puzzles. Enjoys working in a structured working environment. Loves serving in Church related events. An independent, adaptable and fast-learner.