



CATHERINE SAMPANG

Assistant Manager

Years of Experience

27-years

Email / Contact no:

catherinejsampang15@gmail.com

+97150 4310315

Objective

Highly organized and detail-oriented assistant manager with proven ability to manage, lead, supervise and train junior level employees aims for employment and a full-time position. Bringing more than 25 years of extensive experience and proficiency in logistics operations, supply chain management, customer service and application of Microsoft tools to ensure that the company meets targets and achieves its mission.

Professional Experience

March 2017 - June 2023

Duty Free Philippines Corporation

Position: Assistant Manager

Key responsibilities:

- Implemented an efficient logistics system to improve inventory control, transportation and shipping of goods and to reduce costs.
- Developed and implemented operating. procedures for receiving, handling, storing, shipping and salvaging products and goods.
- Directed and supervised inbound and outbound transportation operations, warehouse activities, safety performance and logistics quality management.
- Managed and prepared departmental budget.
- Negotiated contracts with vendors, suppliers and carriers/freight forwarders in order to ensure that the company gets the best possible deals on services necessary in daily operations.
- Analyzed all aspects of corporate logistics and data related to inventory management, shipping costs, transit times and customer feedback to determine most cost-effective and efficient means of transporting goods.
- Managed day to day warehouse operations to ensure optimal productivity and efficiency, on-time delivery, order accuracy and inventory levels in compliance with all applicable laws and regulations.

August 2003 - March 2017

Duty Free Philippines Corporation

Position: Section Supervisor

Key responsibilities:

- Managed and directed the transportation aspect of the supply chain, including proper receipt and storage to ensure smooth and timely delivery of goods.
- Supervised product shipments, scheduled delivery and routes, tracked order.
- Accomplished department objectives through supervision of staff, work delegation, implementing productivity standards and new procedures and resolving operations problems.
- Motivated, organized and encouraged teamwork to ensure that company targets are met.
- Coached staff and monitored their performance and progress.

- Kept an up-to-date inventory control and planned future capacity requirements.
- Developed and implemented effective strategies to improve customer satisfaction levels.
- Met with clients to discuss inventory requirements and timelines.
- Supervised the billing process and disbursements for suppliers which includes generating accurate and timely invoices, reviewing billing information for accuracy, and ensuring adherence to internal policies.

April 1995 – August 2003

Duty Free Philippines Corporation

Position: Executive Secretary

Key responsibilities:

- Demonstrated proficiency in Microsoft Office Suite, including Word, Excel and Outlook.
- Managed an active calendar of important meetings and events and assisted in planning appointments, board meetings and conferences.
- Planned, coordinated and ensured the manager's schedules are followed and respected.
- Prepared and arranged travel arrangements.
- Composed, handled and prioritized outgoing and incoming professional correspondence and confidential documents.
- Prepared and completed critical aspects of deliverables with hand on approach including invoices, financial statements and expense reports.
- Prioritized conflicting needs; handles matters expeditiously, proactively, and followed through on projects to successful completion, often with deadline pressures.
- Demonstrated leadership to build relationships crucial to the success of the organization and to maintain credibility, trust and support internally and externally.
- Implemented efficient filing systems to organize documents for easy retrieval.
- Organized and maintained office supplies inventory to ensure timely ordering of materials necessary.

Skills and Activities

- Proficient in Microsoft Windows Application
- Strong critical thinking, problem solving and decision making.
- Leadership
- Time Management
- Effective delegation and communication
- Multi-tasking
- Business Acumen

Education

Bachelor of Science in Chemical Engineering
Adamson University, Ermita Manila Philippines
June 1990 – March 1995

Personal

Filipino and Catholic.
Communicate in English and Filipino