



# ANDREI MARTINEZ

VIRTUAL TEAMMATE



## SKILLS SUMMARY

- Data Analysis
- Appointment Setting
- Data Entry
- Internet Research
- Office Software
- Apps
- Graphic Design

## TOOLS

SAP Ariba/Hana  
Google Applications  
Microsoft Office  
Canva  
Adobe After Effects

## PERSONAL PROFILE

A person with a positive can-do attitude and not afraid of starting over. With more than 6 years experience as **Finance and Business Admin Analyst**. A partner you can rely on when it comes to providing services across the globe.

## WORK EXPERIENCE

### FINANCE AND BUSINESS ADMIN ANALYST

**International Business Machines - IBM | 2018 - Present**

- Process SME for vendor master data responsible for handling escalated concerns.
- In charge of process audits and process revisions.

### BUSINESS DEVELOPMENT OFFICER

**Asiaworld Advertising Inc | March 2018 – August 2018**

- Account Management
- Prepare Sales Reports
- Sales Generation

### PROPERTY SPECIALIST

**Megaworld Makati | September 2017 – February 2018**

- Account Management
- Client Presentation
- Sales Generation

## EDUCATION HISTORY

**Pamantasan ng Lungsod ng Pasig**

- Bachelor of Science in Business Administration Major in Marketing Management
- Member, Philippine Junior Marketing Association (PJMA)
- President's Lister - 2nd Semester (2016-2017)