



Maria Tina Macias

Administration Supervisor and Purchasing Specialist

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Davao City, Philippines

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Professional Summary

Detail-oriented professional with 17 years experience in customer service, administrative support, procurement, and executive assistance across corporate and remote settings.

Skilled in streamlining workflows, managing communications, and delivering high-quality results with minimal supervision. Eager to support growing businesses by providing reliable, proactive assistance and driving operational efficiency.

Professional Experience

Content Creator & Digital Marketer
Social Media Platforms
December 2020 – Present

Administration Supervisor
Concentrix Services Corp., Philippines
December 2012 – November 2022

Purchasing Officer
Tee Hai Chem Pte Ltd, Singapore
July 2010 – July 2012

Purchasing Officer
Ace Pressureweld Pte Ltd, Singapore
June 2008 – June 2010

Technical Support Representative
Sykes Asia Inc, Philippines
April 2004 – February 2007

- Managed YouTube channel and multiple Facebook pages
- Boosted engagement and reach, ran ads and marketing campaigns
- Reviewed products for Try & Review and Home Tester
- Promoted products on Youtube, FB, TikTok & IG for sales and brand deals
- Led 7 Admin staff and 30 cleaners, ensuring efficient daily operations.
- Managed Purchasing, Asset Management, and Executive Support sections, cutting costs by 15%.
- Presented operational reports to senior management, offering insights to support budget planning and process improvements.
- Improved workflows and monitored output, boosting team productivity by 25%.
- Reviewed and validated requisition orders for MRO parts used in Bio-Pharma
- Sourced vendors, reviewed quotes, and issued purchase orders
- Coordinated deliveries and ensured proper warehouse storage
- Arranged meetings with the suppliers and clients to understand and discuss the aspects of business and to develop effective relationships.
- Handled requisitions for government bids in countries like Iran, Turkey, Myanmar, UK and Germany for the Oil & Gas sector
- Sourced and procured from local and overseas suppliers, negotiating price, quality, and terms
- Coordinated with Shipping Dept for timely delivery to countries
- Answered inbound calls, supporting SBC AT&T customers in the US
- Troubleshoot network and hardware issues, guiding customers through setup
- Logged cases in CRM for tracking and follow-up
- Coordinated with Tier 2 support for complex escalations

Education

Bachelor of Mass Communication
Silliman University
Graduated: April 2004

Reference

Christine Joy Palma Gil
Concentrix Services Corp, Manager
Philippines
+63 943 019 6060

Roneliza Emelyn Ladroma
Concentrix Services Corp, Asst Manager
Philippines
+63 917 526 8180

Andrew Lee
Tee Hai Chem Pte Ltd, Business Manager
Singapore
+65 8161 1585

Skills

- Administrative & Executive Support
- Data Entry & Online Research
- Project Management & Organization
- Customer & Vendor Relations
- Content Creation & Social Media Management
- Basic Bookkeeping & Procurement
- Process Improvement & Workflow Optimization
- Communication & Client Management
- Analytical Thinking & Problem Solving

Tools

- Microsoft Office Suite (Excel, Word, PowerPoint)
- Google Workspace (Docs, Sheets, Drive)
- Communication & Collaboration Tools (Zoom, Slack, Teams)
- Lead Generation Tools (LinkedIn Sales Navigator, Skrapp.io, Panda, Apollo.io)
- Procurement & CMS Tools (Coupa, WordPress)
- Design & AI Tools (Canva, ChatGPT, Copilot)
- Productivity & Organization (Notion)