



# FREDERICK

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## WORK EXPERIENCE

### ASSISTANT PROJECT MANAGER (REMOTE)

SharingOS Inc. | January 2022 – Present (3 Years)

- Supports end-to-end software and hardware projects by coordinating client requirements, managing onboarding and training, tracking tasks in Monday.com and Tallyfy, handling Jira tickets, preparing invoices and estimates, and supporting application launches, troubleshooting, and international client training engagements.

### ASSISTANT BRANCH MANAGER/PROJECT MANAGER

MJRL Landsource Realty Development | December 2020 – December 2021 (1 Year)

- Managed branch operations and real estate projects by overseeing staff, budgets, customer databases, sales promotions, operational controls, and customer issue resolution while supporting business development strategies and service excellence.

### SALES ENGINEER

Dynotech PTE. LTD. | June 2018 – December 2020 (2 Years, 7 Months)

- Drove technical sales projects by coordinating customer requirements with regional factories, preparing quotations and forecasts, managing client accounts across South Luzon, supporting international coordination, and delivering presentations to meet revenue targets.

### JUNIOR SALES ENGINEER

BAG Electronics Trading Inc. | August 2016 – May 2018 (1 Year, 10 Months)

- Supported engineering and sales projects by coordinating with regional offices, preparing technical reports, managing product demos and samples, conducting market research, forecasting demand, and assisting with product localization initiatives.

### SALES EXECUTIVE

Sun and Earth Inc. (Sunmix) | June 2015 – May 2016 (1 Year)

- Managed end-to-end sales activities by developing customer relationships, handling negotiations, preparing quotations, closing deals, and meeting or exceeding sales performance targets.

### SALES ADVISOR

Tecbuy | February 2014 – September 2014 (8 Months)

- Delivered retail sales support by assisting customers, managing product knowledge, maintaining store presentation, and providing personalized recommendations to drive customer satisfaction.

### TECHNICIAN

Amkor Technology Philippines, Inc. | September 2013 – December 2013 (4 Months)

- Supported electronics engineering operations by diagnosing technical issues, conducting conformity tests, assisting in part design, analyzing defects, and maintaining equipment efficiency.

## SKILLS/AREAS OF EXPERTISE

- Project Management
- Business Analysis
- Scrum & Agile Delivery
- Sales Engineering
- Process Optimization & Utilization
- Quality Assurance (QA)
- Migration Readiness & Cutover Planning
- Structured Project Planning
- Technical & Functional Documentation
- Cross-Functional Strategy Execution
- Project Coordination
- Risk Management
- Roadmap Planning & Maintenance
- Test Management / Test Director

## TECHNOLOGY

- Salesforce
- Salesforce CPQ
- Jira
- Trello
- ClickUp
- Monday.com
- Asana
- Zoho Project Suite
- Microsoft Project
- Microsoft TFS
- Azure DevOps
- GanttPro
- Zendesk
- Power BI
- Tableau
- SoapUI
- Postman
- Microsoft Office 365

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