**[238215@gulfjobseekers.com](mailto:238215@gulfjobseekers.com)**

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| SUMMARY OF QUALIFICATIONS: |

* Strong work ethic and superior interpersonal, customer service and communication skills.
* Excellent communicator, both written and oral.
* Team player; quickly and easily establish professional rapport with coworkers.
* Results-oriented with ability to handle difficult customers and situations.
* Knowledgeable in Microsoft office applications.
* Friendly, courteous, and with a good sense of humor.
* Excellent time management skills that allow for the multi-tasking of all responsibilities.

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| PERSONAL PARTICULARS |

Nationality: Filipino

Birth Date: August 24, 1988

Age: 26 years old

Visa Status: Residence

Marital Status: Single

Languages Spoken: English & Tagalog

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| EDUCATION BACKGROUND |

Degree: Bachelor of Science in Marketing Management

Date: 2011

Academy: University of the East, Philippines

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| COMPUTER SKILLS: |

* Microsoft Office Applications
* Adobe Photoshop
* Video Editor (basic)

EXTRA-CURRICULAR ACTIVITY

* University of the East Chorale (Member) Represented the Philippines in various Chorale Competitions in Asia & in Europe

CAREER OBJECTIVE

To utilize acquired skills and knowledge from education and experiences in make-up artistry and to obtain a responsible and rewarding position in achieving excellence in my chosen career.

LAST SCHOOL ATTENDED

DECEMBER 2014 LONDON COLLEGE OF MAKE-UP (DUBAI)

*IMA Foundation Make-up Course*

*Asian & Arabic Make-up*

WORK EXPERIENCES

Position Title : Makeup Artist

Freelance (Philippines)

Date : 2011 - Present

* Bridal Makeup
* Fashion Makeup

Company Name : Wonder Bus Tours LLC. (Travel & Tours)

Al Karama, Dubai, United Arab Emirates

Position Title : Front Desk / Sales Representative / Marketing Assistant

Burjuman Center

Date : March 16, 2012 to April 2015

Duties and Responsibilities

* Selling Activities all over UAE and reaching the quarterly Targets.
* Advertising, Planning, Marketing Research, Social media Update.
* Reaching Quarterly Target
* Updates online Marketing Tools (SEO)
* Answers online queries via email
* All sort of back office jobs.

Company Name : JNL88 MARKETING (Trade Company)

Quezon City, Philippines

Position Title : Marketing Assistant

Date : June 2011 to January 2013

Duties and Responsibilities

* Advertising, Planning, Marketing Research, Social media Update.
* Updates competitor database by inputting data from field sales; compiling, consolidating, formatting, and summarizing information, graphs, and presentations; distributing reports.
* Prepares mailers and brochures by formatting content and graphics; arranging printing and internet packages.
* Assisting the Marketing manager and supporting the marketing team with marketing activities.
* Updating and maintaining the marketing department’s documentation and databases.



Human Resource Manager

Dubai, United Arab of Emirates

To whom it may concern:

I would like to take this opportunity to be part of your organization. I have emphasized my skills and dedications to make-up artistry, sales, customer service and other marketing related services and in Make-Up Art as well; thus, I feel that my skills and your organization’s goal is an ideal match.

Please allow me to reference some highlights from my career that may be of interest to you:

* With Makeup artistry, Customer/Client Service experience for 4 years, I have improved my skills by continuously striving for excellence in my chosen art as well as applying company’s rules and guidelines on how the customers should be treated professionally and in achieving company’s expectations, reaching the regular sales targets and maintain high quality of customer Service. Aside from my makeup workshops in the Philippines, I just completed my Asian and Arabic Makeup course at London College of Makeup last year December 2014 and this year I am about to take the IMA (International Make-up Association) Certification.

In these examples, as well as throughout my career, I have met and exceeded expectations in both Makeup Artistry and Customer Service through an uncompromising focus on customer/client needs and relationship building. Now, I would like to do the same for your organization.

My résumé will provide additional details regarding my background and accomplishments. I would welcome the opportunity for a personal interview to discuss the results you can expect from me.