

**JULIET**

[Juliet.302839@2freemail.com](mailto:Juliet.302839@2freemail.com)

JOB OBJECTIVE:

To obtain a position where I can impart my education and work experience. So that I can contribute for to continual progress of the company and to be one of the competitive employee you’ve been searching for.

PERSONAL QUALITIES:

* Hardworking, quick learner
* Ambitious and optimistic
* Ability to handle difficult situation

WORKING EXPERIENCE

**HALL MARK GREETINGS CARD (THE LANDMARK MAKATI)**

**SERVICE ALL INC(99 ERODRIGUES BO.UGONG PASIG CITY- MAY-NOV 2005**

**POSITION: SALES LADY**

**DUTIES AND RESPONSIBILITIES:**

* Be involved in stock control and management
* Communicating with customers with friendly demeanour and good

Communication skills.

* Assisting customer in selecting and locating the right product
* Receiving and storing the delivery of large amount of stock
* Keep up to date with special promotions and putting up displays
* Constantly striving to increase sales, promote the product’s value
* Ensuring all areas of the store remain tidy at all times

**CMC MAGNETICS CORPORATION**

TAIWAN, R..OC

NOVEMBER 2011 – OCTOBER 2014

POSITION: MACHINE OPERATOR

**DUTIES AND RESPONSIBILITIES:**

* Follow the assign duties and responsibilities
* Reporting coordinate to warehouse supervisor for stock counts and finished good.
* Carry out products merchandising and keeping work station completely clean and tidy at all time.

**Polo Apparel ( The Landmark Makati)**

Elson’s Enterprises INC.,Ugong Pasig Philippines

MARCH to OCTOBER 2008

POSITION: SALES PROMO

**DUTIES AND RESPONSIBILITIES**

* Greeting customers who enter the shop.
* Assisting Shoppers to find the goods and products they are looking for.
* Stocking shelves with merchandise.
* Answering queries from customers.
* Responsible dealing with customer complaints.
* Working within established guidelines, particularly with brands
* Attaching price tags to merchandise on the shop floor
* Record details of inquiries, comments and complains.

**Training and seminar Attended**

* Orientation for basic F&B service skills 29 May,2006-Jun 3,2006

Held at the PMS Training Room, Makati City Philippines

* Key for effective implementation of Development Programs

(On the job placement and procedures of traders Hotel and WG&A)

PERSONAL DATA

Date of Birth: July , 23 1984

Nationality: Filipino

Sex: Female

Status Married

Languages: English / Tagalog

EDUCATIONAL BACKGROUND

Tertiary : PamantasanLungsodngpasig (PLP)

Course : Hotel and restaurant Management 2003-2005

Secondary : Rizal High school Santolan

Year Graduated : Graduate Year 2001

Elementary : Marceloa Marcelo elementary school

Year Graduated : Graduate 1997

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF KNOWLEDGE AND BELIEF.

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**Juliet**