

**Mylene**

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**CAREER OBJECTIVES**

***I am seeking an employment where I can implement my skills, knowledge and experiences in the best possible way to serve with my full ability for the benefit of the company.***

**JOB EXPERIENCE**

### *Owner/Manager November 2013 - November 2016*

***Gwapitos Fudtrip***

* Plan, direct the staff . Setting up marketing plans. Responsible for managing food service operations. Maintain record for stocks, inventory, income and expenses and many more.

***Social Media Sales and Marketing November 2012 – November 2016***

***SportySoles Kicks***

* Develop and manage social media content. Deal with customers chat, email, call inquiries. Providing best customer satisfaction and retention with regards to their online orders. Get their orders from supplier, properly packed and ship parcels on time.

***Service Receptionist***

***TOYOTA Cars Phils. September 2009 - February 2011***

* Provide information to callers, deal with quieries from public and customers.

Schedule and maintain appointment. Call monitoring, reminding customer for their KM check up and asking for the service feedback and other duties as directed.

***Cashier/ F&B Attendant***

***Maysha Hotel November 2008 - February 2009***

* Received payments, issue receipt to customers.

Maintain clean and orderly areas and take customers order and serve it to the right time.

## *Checker/ Retail Sales Personnel*

***SM City Taytay (Department Store) February 2008 - June 2008***

* Approach and greet customers, package purchases.

Responsible for the banks copy of credit cards and other documents.

RSP includes customers assistance, communication, demonstrating product/service and provide positive sales feedback.

**SKILLS**

***Computer Literate:***  MS OFFICE, Internet, Email Application, Social Media marketing, POS.

Basic Photography, Online / Social **Selling Skills.**

Hard working, Excellent Interpersonal Abilities and a team player.

Flexible, Multitasker. Eagerness to learn and to acquire knowledge.

**EDUCATIONAL ATTAINMENT**

***Vocational***  Certificate of Computer Productivity 2011

Informatics Inc.

***College*** BS Nursing 2005-2007

Unciano Colleges, Inc.

**PERSONAL DATA**

Birthday : September 9, 1988

Age : 28 yrs old

Religion : Church of Christ

Nationality : Filipino

Civil Status : Single

Visa Status : Tourist/Visit (February 2017)