**Prescilla**

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**CAREER OBJECTIVES**

To be an integral part of a professionally managed organization where talents and skills can fully be utilized and to contribute in a result oriented approach to its overall growth and in return could help me gain new experiences and knowledge and could help me in achieving excellence in my chosen career.

**Work Experiences**

**October 2016 up to present**

Worked as **RELIEVER BOUNCER AND LADY GUARD** in **ROYAL FALCON SECURITY**

***Duties & Responsibilities***

* Provide personnel and systems to protect people, property and premises.
* Ensure the provision of uniformed or plain clothed personnel to commercial, industrial and retail outlets.
* Protection of confidential information, material or processes
* Prevent internal and commercial fraud.

**March 2016 to October 2016**

Worked as **Lady Guard** in **Marriott Executive Apartments, Al Rigga, Dubai UAE**

***Duties & Responsibilities***

* Provide personnel and systems to protect people, property and premises.
* Ensure the provision of uniformed or plain clothed personnel to commercial, industrial and retail outlets.
* Protection of confidential information, material or processes
* Prevent internal and commercial fraud.

**August 2014 to August 2015**

Worked as **Sales Associate** in **Novo Fashion, Agoo, La Union, Philippines**

***Duties & Responsibilities***

* Ensures that each customer receives outstanding customer service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service.
* Participated in teamwork with other sales staff to ensure achievement of department/store goals.
* Understood the team members roles, shared knowledge and skills for the benefit of team members and built good relationship with all the fellow employees.
* Maintain an awareness of all promotions and advertisements.
* Assist in floor moves, merchandising, display maintenance, and housekeeping.
* Assist in processing and replenishing and stock shelves with merchandise and monitoring floor stock.
* Assisting customers to find the goods that they are looking for and maintains good rapport with customers to ensure comfortable stay.
* Selling and endorsing new products to the customer.
* Responsible dealing with customer complaints as well as customer refunds.

**February 2013– June 2014**

Worked as **Sales Associate** in **SM Baguio, Baguio City, Philippines**

***Duties & Responsibilities***

* Ensures that the customers would enter the shop will be properly assisted and will have a better knowledge on the product
* Report for RTM (Return to Manufacturer) & Damages and to inform Brand Manager for sale or discounted items.
* Monitor and maintain the condition and safekeeping of merchandising.
* Perform other duties assign by Manager or Immediate Superior.
* Ensures that the customers would enter the shop will be properly assisted and will have a better knowledge on the product.

**April 2012 – January 2013**

Worked as **Agent** in **Mail and More/ FEDEX, Agoo, La Union, Philippines**

**Duties & Responsibilities**

* Ensures that each customer receives outstanding customer service by providing a friendly environment, which includes greeting and acknowledging every customer.
* Participated in teamwork with other sales staff to ensure achievement of department/store goals.
* Accepts domestic and international package (documents and goods)
* Track shipments
* Interacting with the customer that comes to the counter.
* Responsible dealing with customer complaints.

**Educational Attainment**

Midwifery - Don Mariano Marcos Memorial State University,

2007 South La Union Campus

Agoo, La Union, Philippines

High School - Saint Mary’s Academy

2004 Agoo, La Union, Philippines

Elementary - Agoo East Central School

2000 Agoo, La Union, Philippines

**MAJOR STRENGTHS**

* Excellent Intrapersonal & Interpersonal Skills
* Fast learner, Reliable, Hardworking and Flexible
* Highly organized, conscientious, result oriented person
* Can work efficiently without supervision.
* Computer literate ( Microsoft word, Microsoft excel, PowerPoint, Microsoft access and Email / internet)
* Able to establish good rapport with people
* Knowledge to deal with situations related to my practice
* Very good oral communication skill
* Can make decision wisely