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|  ObjectiveObtain a position in an organization wherein I can contribute my knowledge on both computer expertise as well as administrative work.SkillsManagement LeadershipSalesCustomer serviceMicrosoft wordMicrosoft ExcelMarketing |

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| jerry marketing staff | dream caster travel and tours |

Experiencelogistic assistant • happyman star mobile • 2011-20143 years of experience in logistic assistant responsible for warehouse operations, such as expediting purchases, maintaining communications with vendors, receiving and verifying the accuracy of shipments, stocking shelves, and auditing documentation.SALESMAN • TARLAC HOUSEWARE MARKETING. •2008-20102 years of experience in sales responsible for answering phones and greet client warmly. Sell specific products and service to consumers. Demonstrate products and show customers how to maximize their features. Explain different customizable features. Process orders in person and over the phone. Check inventory to ensure product is in stock. Collect methods of payment and dispense change. Determine seasonal trends and adjust displays as needed.Educationdiploma in computer programming • 2008 • saint paul college of technology |