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| Objective Obtain a position in an organization wherein I can contribute my knowledge on both computer expertise as well as administrative work. Skills Management  Leadership  Sales  Customer service  Microsoft word  Microsoft Excel  Marketing | |  | | --- | | jerrymarketing staff | dream caster travel and tours |  Experiencelogistic assistant • happyman star mobile • 2011-2014 3 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. •2008-2010 2 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 |