**Vernie**

**Vernie.336607@2freemail.com**

**OBJECTIVES**

To seek and obtain a successful and globally competitive career in different fields and service oriented fields as I integrate my knowledge, skills and attitude. Maximizing my potential and creating a milestone in today’s fast-paced changing society.

**WORK EXPERIENCE**

**Fooda Saversmart**

Guadalupe Cebu City Philippines

March 2009 to October 2009

***Sales Clerck***

* Handle inbound calls from customers.
* Answer and respond to customer inquiries regarding merchandise.
* Assist customers in locating the merchandise they need.
* Smile and greet to incoming customer.
* Display merchandise on racks in an attractive manner.
* Obey all instruction given by my superiors.
* Assist customers in completing the purchases.
* Handle refunds, returns and exchange of merchandise.
* Follow check list after opening and before closing the shop.

***Columbia Marketing Inc.***

***Makati Metro Manila Philippines***

February 2010 to August 2010

***Merchandiser***

* Manage product displays as per the seasonal cycles and discount offers.
* Ensure that the store adheres to the merchandising standards.
* Ensure defective or old products are removed and new products are properly stacked and displayed.
* Supervise product display and shelving systems as per the store floor plan.
* Develop and install banners, posters, displays, flags, etc in the store.
* Perform store inspections for any repairs, replacements, new installations, etc.
* Devise innovative sales strategies to attract more customers.

***Columbia Marketing Inc.***

Makati Metro Manila Philippines

October 2010 to April 2011

***Sales Coordinator***

* Coordinate and assist customers in meeting their merchandise requirements.
* Support sales and marketing teams in achieving hundred percent outcomes***.***
* Coordinate sales efforts in reaching or exceeding sales targets and goals.
* Assist and support sales personnel in expanding customer base.
* Coordinate marketing efforts to maximize business opportunities.
* Develop future sales projections and coordinate efforts to achieve outcomes.
* Coordinate administrative sales staff in maintaining customer databases.
* Ensure compliance of corporate policies and procedures.

***Al Asas United limited***

***Riyadh Saudi Arabia***

***Balloon Designer and Driver***

***August 2011- January 2017***

* Assist to the customer’s needs.
* Make a good design in any types of balloon decoration.
* Make an arch balloon and any twisted balloons in Wedding, Birthday, Graduation, etc.
* Be creative for the new designs of balloons that can attract to the customers.
* Encouraging the customer to buy the products.

***Trainings:***

**Centrum Appliance Center** On Job Training November 2007-February 2008

**Probationary officer training course** (POTC) October 2008 –December 2008

 ***Skills***

 Can adopt in any group.

 Effective communication in English, Arabic Tagalog and Hiligaynon.

 Computer literate and can handle office works.

 Hard working, can ensure company polices complied during working hours at performance of works and, can managed time.

 Can handle any related to the business.

 Assisting the customer’s needs.

**EDUCATIONAL ATTAINMENT**

**College** (KCC) Kabankalan Catholic College

 Guanzon St. Kabankalan City Negros Occidental

Bachelor of Science in Commerce Major in Business Management

Year Attended 2004- 2008

**Secondary**  (KCC) Kabankalan Catholic College

Guanzon St. Kabankalan City Negros Occidental

Year Attended 2000 -2004

Service awardees

**Preliminary**  ERAMS East – Esteban R. Abada Memorial School Bonifacio St. Kabankalan City Negros Occ. Philippines

Year Attended 1994 – 2000