# MARISSA

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# PERSONAL PROFILE STATEMENT / CAREER OBJECTIVE

I am a dedicated, hardworking and multi-­‐skilled optical sales consultant who is full of energy and always have a big smile on my face. I have a deep knowledge of this field as I’ve done my studies and my previous work experience is also in line with this field. This put me in an excellent position to not only understand the aspects of optometry but also put in practice what I have learned.

# ACHIEVEMENT

* Record member of sales in the years I was employed

# EMPLOYMENT AND WORK EXPERIENCE

Optical Sales Assistant April 2012 – January 2017

# Dar Optics LLC

Dubai, UAE

Main Duties Performed

* Dispensing spectacles, contact lenses and vision aids
* Dealing with prescription written by optometrists
* Advising patients on various types of lenses and spectacle frames (e.g. style, weight, color, brand, material, durability, etc.
* General administrative duties (filing, preparing reports)
* Dealing with customer concerns, complaints and compliments
* Maintaining product displays for sales purposes
* Help device new sales and marketing strategies

Senior Cashier June 2006 – March 2012

# Jollibee Foods Corporation

Laguna, Philippines

Main Duties Performed

* Receiving cash sales from cashiers
* Depositing daily sales
* Preparing daily sales report
* Managing petty cash

# PROFESSIONAL TRAINING AND QUALIFICATIONS

* Knowledge and Skills Training, The Vision Care Institute
* Contact Lens Wearing and Care, The Vision Care Institute
* Product training from various suppliers and partners
* Customer Service Training

# EDUCATION

TERTIARY

Bachelor of Science major in Psychology Colegio De San Juan De Letran Laguna, Philippines

SECONDARY

Dominican Academy Quezon, Philippines

# SKILLS

* Excellent customer service skills
* IT Skills (use of spreadsheets, databases, word processing, etc.)
* Theoretical and practical knowledge of optometry

# REFERENCES

Available upon request