**MELANIE** [**MELANIE.364936@2freemail.com**](mailto:MELANIE.364936@2freemail.com)

Dubai, United Arab Emirates

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**Career Objectives**:

To obtain and secure a position that will enable me to use my organizational skills, as well as my ability to work well with people.

To impart the knowledge, I have acquired through my formal studies

and can be part in increasing the company’s productivity and

efficiency in its line of industry, so as can help me to acquire a higher

level of competence towards growth, so that mutual interest may achieve.

**WORK EXPERIENCES**

***November 2016-Present***

Position : Tailor

Company **: BOUTIQUE 1 GROUP LLC**

Address : Dubai, United Arab Emirates

**Duties/Responsibilities**:

• Garments

•Fit and study garments on customers to determine required alterations.

• Take up or let down hems to shorten or lengthen garments parts such as sleeves.

• Fit, alter, repair, and make made-to-measure clothing, per

customers and clothing manufacturers specifications and fit, and applying principles of garments, design. Construction, and styling.

•Inform sales executives if the alterations would be possible.

•Coordination

•Inform the customers about when it will be fixed

***September 2014-March 2015***

Previous Position : Sales Associate

Company : PENSHOPPE (clothing store)

Address : SM Mega mall, Manila, Philippines

**Duties/Responsibilities:**

• Engage customer through conversation. Determine the customer’s needs.

• Provide product knowledge to customers through the features, values and benefits of the products.

Suggestively sell additional items and services that the customer may not have anticipated they will need. Know where products are located within the store.

***May 2012-AUGUST 2014***

Previous Position :admin\support\production sewer

Company : SDSSU (IGP)

Address : Cantilan, Surigao del sur,Philippines

**Duties/Responsibilities:**

• required garments

• Making curtains by each school department.

• Sew all kind of uniform such as – School uniform, CWTS, ROTC and P.E uniform

•Resizing all the finish product.

• Garments Inventory

• Choir and cultural dance sports attire.

**PERSONAL DATA**

Date of Birth: May 25, 1991

Place of Birth: Cantilan, Surigao del sur, Philippines

Age: 25 yrs. Old

Gender: Female

Marital Status: Single

Nationality: Filipino

**EDUCATIONAL BACKGROUND**

**TERTIARY EDUCATION**

Field of Study : Bachelor of Science in Industrial Technology

Major : Garments Technology

Name of Institution :Surigao del sur State University(SDSSU)

Location :Cantilan, Surigao del sur, Philippines

**SECONDARY EDUCATION**

Name of Institution: Cantilan National High School

Location : Cantilan,Surigao del sur,Philippines

**PRIMARY EDUCATION**

Name of Institution : NazariaArizobalUriarte Memorial

Elementary School

Location : Cantilan, Surigao del sur,Philippines

I hereby certify that the above information is true and correct to the best of my knowledge and belief.