

**CRISTIE**

**EMAIL:** [**cristie.382898@2freemail.com**](mailto:cristie.382898@2freemail.com)

**PERSONAL PROFILE:**

Well experience in the field of Customer Service and Sales for more than ten years.Good communication and interpersonal skills with the ability to function well in a multicultural working environment at all levels. A team player with leadership and motivational skills who is highly organized and gives close attention to detail.Constantly displays a positive attitude and eagerly accepts new challenges and adapts well in any given situation.

**WORK EXPERIENCE:**

**SALES EXECUTIVE**

Precise Trading LLC

**JOB DUTIES AND RESPONSIBILITIES:**

* Temporary Tattoo /Face Painting/Swarovski Artist
* Promoting 3D doodler pen
* Selling 24K Gold Plated Jewelry,Crystal Souvenirs’,3D printer (Ultimaker)
* Customizing mobile cover
* Preparing a layout in Adobe Photoshop CS4 to be presented to customer.
* Accepting and processing order for 3D caricatures like MiniYou and TIM(3D Statue)
* Handle customer inquiries and complaints.
* Promoting products/services and attending queries from customers.
* Responsible for LaserEngraving(2D&3D,using CerionBMP,CAD and C-control software.

**STORE SUPERVISOR**

Baguio Country Mart, Baguio City Philippines

March 2012-March 2014

**JOB DUTIES AND RESPONSIBILITIES:**

* Mentoring Retail Staffs to achieved sales target.
* Preparing staffs duty schedule
* Coach, Counsel, Train Staffs.
* Conducting for weekly meeting.
* Responsible for dealing with customer complaints.
* Preparing Inventory/Reconciliation Reports.
* Maintaining inventory and ensuring items are in adequate stocks.

**HEALTH CARE ATTENDANT**

Bright Vision Hospital

LorongNapiri, Singapore

June 2006-June 2011

**JOB AND RESPONSIBILITIES:**

As a **Hospital Attendant**, you help patients perform routine tasks like eating or moving around, and providing supportto the nursing staff in taking care of all patient’ important duties, including keeping rooms tidy and delivering food to the right patients.Regardless of what jobs you undertake, you play a valuable role in patient health. Assisting patients by providing personal hygiene like bathing, dressing and grooming. Assisting patient for their other hospital appointment.

**OFFICE SECRETARY / FRONT DEST**

S.M.Shopping Mall

Manila, Philippines

January 2004-January2006

**JOB AND RESPONSIBILITIES**

* Responsible in delivering a Customer service and customer relationships.
* Preparing all kinds of correspondence.
* Maintaining all files (hard and electronic copy)
* Ensuring that the calendar activities are updated and well informed.
* Coordinating all kinds of meetings (Business, Acquaintance, Board Meetings ect.)
* Bookings of Hotels, Transportation for the Guest.

**CUSTOMER SERVICE**

C.F. Del Rosario Garments Trading

Manila,Philippines

June 2003-January 2004

**JOB AND RESPONSIBILITIES**

* Answering calls and inquiries from customer.
* Greeting Customer assisting them and having friendly approach.
* Helpful and polite to the guest or customer.
* Receiving visitors and customer details. Ensuring client satisfactory.

**SKILLS:**

* Excellent communication skills.
* Exceptional Interpersonal Communication.
* Providing excellent customer service and work well within a team environment.
* With ability to use standard retail sales equipment.
* Proficient in MS Office and Internet Application

**EDUCATIONAL BACKGROUND**

**COLLEGE**

University of Baguio

Baguio City Philippines

**SECONDARY SCHOOL**

Bayambang National High School

BayambangPangasinan,Philippines

**PRIMARY SCHOOL**

San Vicente Elementary School

Bayambang, Pangasinan

Philippines

**PERSONAL DETAIL:**

Age : 40

Birthday : August 05.1977

Birth Place :Angeles City Philippines

Civil Status : Married

Weight :63 Kg.

Height : 163 cm