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United Arab Emirates, UAE
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EDUCATION

Sta. Cruz National High School, Sta. Cruz Surigao del norte, March 2002

Tourism management
Philippine Women' University, Surigao City, Surigao del Norte, October 2003

Certified Nursing Assistant
CNA training Institute, United Arab Emirates, August 2023 - November 2023

ARLYN GALLARDO

PROFESSIONAL SUMMARY

An experienced personal assistant, effective at minimizing confusion and alleviating client concerns by effectively coordinating schedules, planning events, running errands and handling childcare and household tasks. Earnest student pushing towards a rewarding nursing assistant position. I am inclined to learn the ropes in a hospital or nursing home setting. Yearning to care for patients and support the medical team.

WORK HISTORY

October 2011 - Current

Union coop - Merchandiser

- Managed inventory to secure high-performing seasonal collections in line with customer demand.
- Improved displays and installed POS tailored to individual store features.
- Produced attractive signage for products, offers and sales promotions.
- Processed and priced new items to optimise customer interest.
- Totalled bills using maths skills and maintained accurate till count.
- Boosted product sales by offering selection guidance to customers.

September 2008 - October 2009

SM dep't store, Sta. Mesa Mnla. - Cashier

- Greeted customers entering the store and responded promptly to customer needs.
- Delivered outstanding customer care with proactive sales and listening skills.
- Answered questions about store policies and concerns politely and professionally, supporting positive customer experiences.
- Reduced customer wait times through optimized checkout processes.
- Handled cash and card payments with precision, maintaining customer confidentiality and discretion throughout.

SKILLS

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|-----------------------------------|---|
| • Store maintenance | • Customer service |
| • New product distribution | • Merchandising |
| • Promotions | • Mobility assistance |
| • Returns | • Helping with medication |
| • Promotional compliance tracking | • Wound care |
| • Promotional activity planning | • Effectively interacts with patients and families. |
| • Floor design | • Feeding assistance |

CERTIFICATIONS

American Medical Certification Association (AMCA), 2023
Knowledge on Human Development Authority (KHDA), 2023