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Al Barsha, Dubai,
United Arab Emirates



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OBJECTIVE SUMMARY

To secure a challenging position that utilizes my years of experience, while allowing me the opportunity to grow professionally. I offer strong interpersonal skills to develop global customer solutions with thought leadership and integrity, excellent interpersonal, oral and written communication and presentation skills, functioning well both independently and collaboratively with an outgoing personality. My goal is to become a valued asset

EDUCATION

2007 – 2010
Computer Technology &
Secretarial Course
ICCT College, Manila,
Philippines

2003 - 2007
Secondary
San Isidro National High
School, Philippines

1998 – 2003
Elementary
San Isidro Elementary
School, Philippines

GLAIZA MARIE NOBLE



PROFESSIONAL EXPERIENCE

Sandwich Artist / Cashier
Subway, Marikina, Philippines

2023 - 2024

- Prepare food neatly, accurately, and in a timely way
- Demonstrate a complete understanding of menu items and explain it to customers accurately
- Exhibit a cheerful and helpful manner when dealing with all customers
- Checks products in sandwich unit area and restock items to ensure a sufficient supply throughout the shift
- Clean as directed
- Greets customers and prepare their orders, use Point of Sale system/cash register to record the order and compute the amount of the bill, collect payment from customers and makes change
- Understands and adhere to all quality standards, formulas and procedures as outlined in the SUBWAY® Operations Manual
- Account for all forms of money, bread, etc. during the shift
- Understand and adhere to proper food handling, safety and sanitation standards while preparing food, serving food, and clean up
- Maintain professional appearance and grooming standards as outlined in the SUBWAY® Operations Manual
- Perform light paperwork duties as assigned
- Complete online coursework on the University of SUBWAY® as directed.

Cook / Cashier

2017 - 2022

Maderas Carwash and Eatery, Manila, Philippines

- Prepared food.
- Took customer payments.
- Used a cash register.
- Counted cash and made the correct change.
- Processed payments made with cash, credit and debit cards.
- Accurately recorded customer orders.
- Cleaned and tidied eating areas

Sales Consultant

2013 - 2014

Debenhams – Ayala Mall, Manila, Philippines

Worked with a team of strategists in the department of sales and marketing. Served as a middle person between customers and corporations for promoting store brand products.

- Established and met goals for selling products and increasing profits.

- Compiled quarterly reports on sales.
- Recruited clients through cold calling and social media.
- Answered questions about products and recorded feedback from customers.
- Performed demonstrations of products to prove functionality.

Sales Consultant

2012 - 2013

SM Department Store, Manila, Philippines

- Ensure high levels of customer satisfaction through excellent sales service
- Maintaining outstanding store condition and visual merchandising standards
- Assist with the sales process by maintaining a fully stocked store.

Data Encoder

2010 - 2012

Albano Appraisal, Manila, Philippines

- Insert customer and account data by inputting text based and numerical information from source documents within time limits
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- Research and obtain further information for incomplete documents
- Apply data program techniques and procedures
- Generate reports, store completed work in designated locations and perform backup operations
- Scan documents and print files, when needed
- Keep information confidential
- Respond to queries for information and access relevant files
- Comply with data integrity and security policies
- Ensure proper use of office equipment and address any malfunctions