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|  | **Contact**  Antipolo, Rizal 1870  09155835372  mariejoycajes24@gmail.com  **Skills**   * POS systems knowledge * Upselling techniques      * Face cream application   **Education**  University Of Mindanao  Davao City  Computer Science  2008  Antipolo National High School  Antipolo City  High School : High School  2005 |  |  | **Summary**  Focused on efficiency and quality of service. Cares about each customer's needs. Dedicated with experience in achieving tangible results and cross-team collaboration. Proactive and excited to partner with like-minded individuals to achieve goals.  **Experience**  Pond's Beauty Advisor  PCN Promo Pro   * Selling Ponds Skincare Products * Checking of Stocks Availability * Checking of Stocks Expiration * Checking of beginning and Ending Inventory before closing. * Sales Report * Checking the items first in first out * Examined client's facial features and skin tone to recommend appropriate products, colours and styles to customers. * Used excellent upselling and cross-selling techniques to sell add ons, such as lotions, serums and primers, to increase customer order value. * Communicated with customers to obtain an extensive understanding of requirements and recommend products best suited to their needs. * Warmly and politely greeted customers when approaching the stand, offering help and assistance for excellent customer service. * Conducted regular visual merchandising on beauty shop shelves, making stands look desirable, attractive and visually pleasing. * Maintained extensive knowledge of beauty range to provide specifications, prices and availability to customers when needed. * Provided professional advice and product recommendations at guest consultations.   Online Seller  Self Employed   * Wrote creative and enticing copy for products profiles. * Amended product listings, managing photo edits, webpages and pricing info. * Utilised online resources and social media to promote products and services, increasing web traffic and gaining prospective clients.   Market Admin  Mercato Centrale   * Checking the Attendance of Merchants, * Guidelines for merchants before set up at the market, * Informing Merchants dos and don'ts inside the market Selling area, * Checking their proper Uniforms before selling at the markets, * Collecting their Sales declare every end of the day, * Good Communications skills between the Lessors and the Merchants.   Office In Charge  Mercato Centrale   * Managing Logistics * Managing sales inventory * Good communication between Lessors, Mall Admins, Merchants and Logistics * Handling warehouse inventory * Handling Sales Reports beginning and ending * Handling manpower time schedules * Handling manpower Market Schedules * Scheduled staff meetings to discuss announcements, ideas and concerns and align with tasks, promoting collaborative environment. * Monitored areas to keep work stations clean and comply with health and sanitation standards, maintaining well-being of employees. * Delegated specific tasks to assigned.   NFT’s and Token Seller and Trader  2021-2024   * Know how to find good and important projects / NFTs in the market. * Knows the process of buying and selling art and tokens to quality clients * Know how to execute presale sales and sales on the LIVE trading platform |  |

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