
JUSTINE GRACE P. PAJARILLO

San Antonio, Agoo, La Union

2504 Philippines

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Professional Summary

- Multi-talented professional focused on being productive, innovative, creative, self-driven and a team player. Enthusiastic about resolving issues and in providing process efficiencies to enhance completion of task. Works independently self- motivated and passionate to learning and dependable.

Skills

- Good Oral Communications
- Ability to work Under Pressure
- Good Decision Making
- Conflict Resolution
- Personable and Good Interpersonal Skills
- Knowledgeable of Microsoft Excel, Word and PowerPoint presentation
- Report Generation
- Basic knowledge on JavaScript
- Capable of making presentation

Work History

Sales Clerk

Region 1 Ram Cycles Inc.- San Fernando Branch (Baguio City Outlet)

6/2019 to 2/2021

- Utilized consultative sales approach to understand customer needs and recommend relevant offerings
- Ensured that front check out area is clean and organized for efficient service
- Performed regular segment cycle counts and inventory audits to maintain accurate records
- Enhanced customer service experience by acting quickly and applying appropriate resolutions for common problems, including misunderstanding issues.
- Presented promotional offers to customers in order to enhance and increase sales
- Prepared periodical reports for asset and materials inventory

Educational Attainment

Bachelor of Science in Computer Science

Don Mariano Marcos Memorial State University- Consolacion, Agoo, La Union

Graduate Certificate in Teaching

Don Mariano Marcos State University- Open University- San Fernando City , La Union

Certification

May- June 2019

On the Job Training

Don Mariano Marcos Memorial State University- SLUC

College of Computer Science

Consolacion, Agoo, La union

May 31, 2018

PC Proramming NC IV

Don Mariano Marcos Memorial State University

South La Union Campus

Consolacion, Agoo, La union

May 26, 2017

PC Hardware Servicing NC II

Don Mariano Marcos Memorial State University

South La Union Campus

Consolacion, Agoo, La Union