
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**