

Gieline Meria Melitante

gmmelitante@gmail.com | (780) 729 9818 | Edmonton, AB

RELEVANT SKILLS

- Quick learner and adaptable to new tasks
- Strong communication and interpersonal skills
- Attention to detail and accuracy
- Ability to balance various responsibilities

WORK EXPERIENCE

2015 - 2023 **Shop Assistant** | Family-owned Sundry Store
Mandaluyong, Philippines

- Greeted customers warmly and assisted in finding products, answering questions and offering recommendations based on their needs and preferences.
- Kept the shop clean, organized, and well-stocked.
- Monitored and managed inventory levels.
- Handled cash transactions accurately and efficiently.
- Resolved customer concerns professionally and offered solutions to improve operational efficiency.
- Handled peak customer flow and adjusting to varying workloads.

EDUCATION

2021 - 2022 **University of Santo Tomas** - Manila, Philippines
Bachelor of Science in Nursing
Dean's Lister

2019 - 2021 **City of Mandaluyong Science High School** - Mandaluyong, Philippines
Science, Technology, Engineering, Mathematics (STEM) Strand
With High Honors

EXTRACURRICULAR ACTIVITIES

2021 - 2022 **Nursing Central Board of Students - University of Santo Tomas**
Communication and Internal Affairs Committee - Member

- Sent 20+ invitations of collaboration for various school-wide and country-wide organizations
- Supervised the responsibilities of the committee as stated in the terms and conditions of 5+ partnerships
- Documented the activities in the organizations' events