JANELLE JOY V. FERRER

Antipolo City, Philippines

Career Objective

To obtain a rewarding position where I can use my skills and knowledge with respect to my chosen field and to have an opportunity of giving my views and ideas to the assigned job that are highly commendable to the organization.

Additional Skills

- Good interpersonal skills
- Knowledgeable in MS Office
- Knowledgeable in effective marketing and sales strategies.

Work Experience

2020 -2022
Oliveros Optical

Sales Staff

- Assist customers with frame and lens selection and ensure that all required paperwork is completed correctly.
- Handle customer questions and concerns in a professional and courteous manner.

2018 - 2019
Collins International Trading Corporation

Customer Service

- Help customers with inquiries and complaints in a professional manner.
- Maintaining a positive, empathetic, and professional attitude toward customers at all times.

2017 - 2018
Fortess Glass Supply

HR Assistant

- Perform administrative duties, such as maintaining employee database and sorting emails for the HR department.
- Maintain proper records of employee attendance and leaves.
- Assist HR Manager in policy formulation, hiring and salary administration.

Education

2013 - 2017

Bachelor of Science in Marketing Management

College of San Benildo-Rizal

2012 - 2013

Bachelor of Science in Marketing Management

Philippine School of Business Administration

2008 - 2013

Secondary
Roosevelt College Cainta

2002 - 2008

Primary
Diadem Christian School