

LOURDES FREDELYN E. ISIP

Poblacion District II, Silago, Southern Leyte

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Summary:

Dedicated and proactive Sales Associate with a strong track record of delivering exceptional customer service and contributing to team success. Skilled in assisting customers, maintaining inventory, and providing product knowledge. Proficient in various technical tasks, including typing, Microsoft Office operations, proofreading, editing, transcription, captioning, and subtitling. A strong communicator with a talent for problem-solving and a diligent work ethic. Looking to leverage my skills and experience to contribute effectively to a dynamic team and achieve professional growth.

Education:

- Silago National Vocational High School
- Location: Poblacion District II, Silago, Southern Leyte
- Graduation Date: 2021
- Relevant Honors/Awards: With honors.

Work Experience:

- Sales Associate
- AngelDes Store
- Location: Poblacion District II, Silago, Southern Leyte
- Employment: July/2019 - August/2022
- Responsibilities and Achievements:
 - Greeted customers in a friendly and polite manner
 - Assisted customers in the store and on the phone
 - Responded to questions, directed customers to merchandise, and provided excellent customer service
 - Educated customers about current promotions
 - Maintained superior knowledge of products and services
 - Contributed to team's daily sales goals
 - Monitored inventory levels and restocked shelves as needed
 - Managed pricing and tagging of merchandise
 - Maintained the orderliness of the sales floor

- Operated cash registers, processed payments, and issued receipts

Skills:

- Technical Skills: Typing, Microsoft Office operations, Proofreading, editing, transcriptioning, captioning, subtitling, laptop skills.
- Soft Skills: Communication, problem-solving, hardworking.

Languages:

- English: Very proficient
- Tagalog: Very proficient
- Spanish: Slightly proficient
- Japanese: Slightly proficient