



ROMELYN NAHIAL VALDEZ

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Objective:

To provide quality and excellent service with personal development goals and interests of the company.

SKILLS:

- Team leadership and coaching
- Staff Management
- POS Systems
- Store Displays
- Mathematical Aptitude
- Training and Mentoring
- Customer Relations

WORK HISTORY:

1. ROBINSONS DAISO DIVERSIFIED CORPORATON

Store Manager

June 01, 2014 – up to present

- Reviewed and monitored scheduling, purchases and other expenses to maintain quarterly budget.
- Promoted team collaboration, performance and efficiency by fostering healthy environments focused on mutual success.
- Supervised guests at front counter, answering questions regarding the products.
- Ensure excellent customer service is provided at all times
- Completed point of sale opening and closing procedures
- Reviewed performance data to monitor and measure productivity and goal progress
- Ensures the cash remittance are intact and sees to it that all counters have POS
- Responsible for the company's cash fund

2. AMICI WATER SYSTEMS

Administrative Officer

July 16, 2012 – May 31, 2014

- Produce detailed reports to track trends and keep senior management informed
- Set priorities and problem-solved work flow issues to maintain rapport with customers and managers
- Manage company schedule to coordinate calendar and arrange travel
- Reviews freight bills and rates on inbound and outbound shipments for cost-effectiveness and discrepancies.

