

Aries John Santillano

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Block 40 Lot 9 Rosalina 3, Talomo District, Davao City, Philippines

PROFESSIONAL SUMMARY

Highly motivated and career-focused individual with outstanding office support and customer service abilities with 9+ years in handling office and staff. Also 2 years experience in sales and computer related task like computer repair and maintenance.

WORK EXPERIENCE

CAD Operator - Branch Manager

Sep 2013 - Present

One's Philippine Epoch Corporation • Davao City, Philippines

- ❖ Plan, organize, direct, control and evaluate the operations of a department providing several administrative services
- ❖ Direct and control corporate governance and regulatory compliance procedures within the establishment
- ❖ Plan, administer and control budgets for contracts, equipment and supplies
- ❖ Prepare reports and briefs for management committees evaluating administrative services
- ❖ Interview, hire and oversee training for staff.
- ❖ Develop and prepare engineering designs and drawings from preliminary concepts, sketches, engineering calculations, specification sheets and other data
- ❖ Operate computer-assisted design (CAD) for Japanese Houses
- ❖ Check and verify design drawings to conform to specifications and design data
- ❖ Supervise and train other drafters.

Computer Salesperson

May 2011 - Jul 2013

Ng Khai Development Corporation • Davao City, Philippines

- ❖ Greet customers and discuss type, quality and quantity of merchandise or services sought for purchase
- ❖ Advise customers on use and care of merchandise, and provide advice concerning specialized products or services
- ❖ Estimate or quote prices, credit terms, warranties and delivery dates
- ❖ Prepare merchandise for purchase
- ❖ Prepare sales, accept cash, cheque, credit card or automatic debit payment
- ❖ Assist in display of merchandise
- ❖ Maintain sales records for inventory control
- ❖ Operate computerized inventory record keeping and re-ordering systems
- ❖ Assemble visual retail displays to promote products, promotional events and seasonal change overs
- ❖ Ensure visual displays comply with brand guidelines and standards, including organization's culture, image and target market

EDUCATION

Bachelor of Science in Information Technology
STI College Cotabato • Cotabato City, Philippines

Jun 2007 - Apr 2011

SKILLS

Time management and detail-Oriented
Problem solving abilities
Flexibility/Adaptability
Customer service
Administrative skills
IT skills