



LIBERTY B. PALISOC

CONTACT NUMBER

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ADDRESS:

Baay East
Lingayen, Pangasinan
2401

EMAIL:

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SKILLS

- **Computer Literate**
- **Hardworking**
- **Performance Motivation**
- **Constructive Feedback**
- **Sales Analysis**
- **Sales Promotion**
- **Proper Storage Procedures**
- **Guest Relations**
- **Market Trend Awareness**
- **Staff Management**
- **Accurate Money Handling**
- **Strong Multitasking Skills**

BACKGROUND

NATIONALITY: FILIPINO

STATUS: Married

GENDER: Female

HEIGHT: 5'1

WEIGHT: 52kgs.

LANGUAGE: ENGLISH, FILIPINO

PASSPORT #: P2410188C

PROFILE

Experienced Supervisor leading team members on-time job completion. Assign tasks, train employees, provide feedback, mediate interpersonal conflicts and implement company procedures. Excellent communication and listening skills. Provide leadership and vision which drives teams to meet goals. Hard-working Supervisor with exceptional experience leading teams, delivering results and exceeding expectations. Creative and motivated leader adept at utilizing exceptional design and planning strengths to accomplish complex projects. Skilled in teaching new concepts and best practice strategies.

EDUCATION

Pangasinan State University (PSU)

June 2001 – April 2004

Bachelor of Science in Nutrition & Dietetics
Lingayen, Pangasinan

Pangasinan National High School

June 1997 – March 2000

Lingayen, Pangasinan

WORK EXPERIENCE

Cost-Saver Supermarket Incorporated (CSI) Head Supervisor

Dec 2012 – Present

CSI Lingayen

Duties & Responsibilities

- Applied strong leadership talents and problem-solving skills to maintain team efficiency and organize workflows.
- Handled customer complaints, resolved issues, and adjusted policies to meet changing needs.
- Maintained clean and well-organized production areas to avoid violations or unnecessary work delays due to hazards or inefficient layouts.
- Monitored workflow to improve employee time management and increase productivity.
- Evaluated employee performance and coached and trained to improve weak areas.
- Achieved results by working with staff to meet established targets.
- Mentored newly hired employees on operating equipment and safety and developed training manual to use for reference.
- Enforced rules and regulations outlined in company manual to set forth expectations comprehensibly and consistently.

- Identified unsafe or unhealthful workplace conditions or hazards to enforce safe work practices and procedures.
- Created successful work schedules for each team member to maintain deadlines and fully staff shifts.
- Established team priorities, maintained schedules and monitored performance.
- Evaluated employee performance and conveyed constructive feedback to improve skills.
- Streamlined and monitored quality programs to alleviate overdue compliance activities.

Cost-Saver Supermarket Incorporated (CSI) Supervisor

March 2006 – Dec 2012

CSI Market Square, Dagupan City

Duties & Responsibilities

- Achieving sales goals and accomplishing business objectives under the guidance and supervision of a manager.
- In-charge of store displays and appearance via strategic merchandising.
- Interacting and offering hands-on assistance to customers, assessing needs, and maintaining current knowledge of consumer preferences.
- Maintaining counter standards including replenishment and presentation of the general appearance and cleanliness of the store.
- Demonstrates the ability to highlight the features and benefits of merchandise and handling various aspects of sales, complicated issues, and difficult customers.
- Helping in inventory control processes to restore back stock, control costs, and maintain sales floor levels to meet customer needs.
- Displays a high degree of professionalism, both visually and verbally, at all times on the sales floor and when speaking on the phone
- Cashiering and extending excellent after sales services.

Cost-Saver Supermarket Incorporated (CSI) Cashier

January 2005 – July 2006

CSI Lucao, Dagupan City

Duties & Responsibilities

- Greeted customers entering store and responded promptly to customer needs.
- Built relationships with customers to encourage repeat business.
- Operated cash register for cash, check, and credit card transactions with excellent accuracy levels.
- Worked flexible schedule and extra shifts to meet business needs.

CHARACTER REFERENCES

Mr. Elvin Arango

IT Trainer

University of Technology and Applied Sciences

Shinas, Oman

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