



# LYDILIE S. PELINGON

## OBJECTIVES

To secure a challenging role in a professional environment, utilizing my educational background, strong work ethic, and willingness to take on new responsibilities to contribute to the success of the company.



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Central Bicutan, Taguig City

## EDUCATION

- **Tertiary : Southern Luzon Technological College Foundation**  
Legazpi City, Albay  
Year - Undergraduate
- **Vocational** : Xavier Technical Training Center  
Pasay City

## PERSONAL INFORMATION

- Age - 35 Years Old
- Gender - Female
- Date of Birth - November 3, 1988
- Place of Birth - Pilar Sorsogon
- Civil Status - Single
- Citizenship - Filipino
- Religion - Roman Catholic
- Height - 152.4 cm
- Weight - 58 kilos
- Fathers Name - Bonifacio Pelingon Jr.
- Mother's Name - Cristina S. Pelingon

## PROFESSIONAL EXPERIENCE

### Fashion & Charm Decor Accessories

Year : January 2009 - Sept. 2012

Location: Makati City

Position: Sales Lady

#### JOB DESCRIPTION

- Greet customers.
- Help customers find items in the store.
- Check for stock at other branches or order requested stock for customers.
- Provide customers with information about items.
- Ring up purchases.
- Elevate complaints to management.
- Keep track of inventory

### Inspira Group

Year - Sept. 2019 - January 2021

Location: Makati City

Position: Sales Staff

#### JOB DESCRIPTION

- Meeting or exceeding sales goals.
- Preparing weekly and monthly reports.
- Maintaining client records.
- Answering client questions about credit terms, products, prices, and availability.

### Fineco Management Corporation

Year - Oct-December 2015

Location : Vito Cruz, Makati City

Position : Promo Specialist

#### JOB DESCRIPTION

- Prepare of deliver speeches to further public relations objectives
- Promote new product in the market
- Execute promotional campaign for the new product

### Raffco

Year : June 17, 2022 - Present

Location : Makati City

Position : Sales Associate

#### JOB DESCRIPTION

- Meeting or exceeding sales goals.
- Preparing weekly and monthly reports.
- Maintaining client records.
- Answering client questions about credit terms, products, prices, and availability.

## HARD SKILL

- Time Management - Managing one's own time and the time of others.
- Monitoring - Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making.

## CHARACTER REFERENCES

- **Frederick Russel Ducay**  
Customer Service Representative  
Booking.com (Majorel)  
Muntinlupa, Alabang  
9265909630
- **Jovs Manalo**  
Housekeeping  
Subic, Zambales  
09266843157

*"I hereby certify that above information is true and correct to the best of my knowledge and belief."*



**LYDILIE S. PELINGTON**  
Applicant

