

Karl Jess S. Quinagoran

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Objective:

To pursue a challenging and rewarding career that would enhance me technically, conceptually, and interpersonally while providing opportunities for my personal and professional growth.

Professional Experience:

Sales Coordinator

SPFS Corporation

Taytay, Rizal, Philippines 1920

June 2018 - May 2023

Duties and Responsibilities:

- Coordinate special events and promotions.
- Assist in the preparation of brochures, reports, newsletters and other materials.
- Responsible for creating contracts, quotations and proposals.
- Responsible for creating company's advertising brochures, leaflets and other promotional tools.
- Responsible for promoting company's products and services in an online platform like Facebook.
- Create graphic designs in an online tools like Canva.
- Responsible for performing some other duties as directed from my superior.
- Responsible for cleaning the office workplace everyday.

Retail Sales Specialist

SPFS Corporation

Taytay, Rizal, Philippines 1920

March 2013 - May 2018

Duties and Responsibilities:

- Responsible for product presentations and discuss the benefits of the product.
- Provide technical support to clients/customers.
- Provided personalized assistance to customers, addressing inquiries, and recommending products to meet their needs.
- Trained and mentored new team members on product knowledge, sales techniques, and customer service standards.
- Collaborated with cross-functional teams to implement promotional campaigns, resulting in increased foot traffic and sales.
- Assisted with merchandise replenishment, pricing, and store maintenance to uphold visual standards and improve the overall shopping experience.
- Actively participated in team meetings to discuss sales strategies, customer feedback, and performance goals.
- Resolved customer complaints and concerns promptly, ensuring a positive resolution and maintaining customer satisfaction.

Education:

Bachelor of Science in Business Administration Major in Marketing Management

St. Paul University Philippines,

Tuguegarao City, Cagayan Valley 3500

2008 - 2013

Skills:

- Exceptional customer service skills
- Strong work ethics
- Strong interpersonal and communication abilities
- Proficient in POS systems and inventory management software
- Solid understanding of sales techniques and strategies
- Ability to work effectively in a fast-paced environment
- Detail-oriented with excellent organizational skills