

SHERRY LYNN E. CAMARA

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Career Objective: Be qualified to a position that would best fit my qualifications, offer an opportunity to enhance and develop further my talents and skills for continuous professional improvement and competitiveness, and be able to apply my professional knowledge and skills in the attainment of organizational targets and objectives.

Key Skills, Competencies, and Qualifications

- ❖ Hardworking and energetic; can easily adapt to changing working environment and work schedules.
- ❖ Has the drive and passion to learn new competencies and is willing to be trained for skill enhancement.
- ❖ Has the ability to socialize and interact well with people of different social backgrounds.
- ❖ Knowledgeable in Windows applications (Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook & Microsoft Tools)
- ❖ Has the ability to type fast and still willing to improve for proficient encoding skills
- ❖ Efficient in communicating in English language, both oral and written.
- ❖ Has the commitment to deliver and contribute to the attainment of Organizational vision.
- ❖ Knowledgeable in event management and has the capability to work under pressure.

Other Skills and Accomplishments

- ❖ Event Coordinator for Wedding, Debuts, Anniversaries, Baptisms, and Kiddie Parties
- ❖ Reading books
- ❖ Dancing and singing
- ❖ Playing Guitar
- ❖ Swimming
- ❖ Loves outdoor activities and nature hopping
- ❖ Surfing the Internet

Education

- ❖ **Training / Competency Certificate**
Massage Therapy NC II
Lyceum of Central Luzon – Zambales, Inc.
Botolan, Zambales
2018
- ❖ **Bachelor's Degree**
Bachelor of Science in Pharmacy
Manila Central University
Caloocan City
2002 – 2007

Work Experience

Kabayan Hyper Market

Salmiya, Kuwait City

Supervisor

February 22, 2019 to present

Duties and Responsibilities:

- To oversee all the activities of the store's floor salespeople, cashiers, shelf stockers, and other employees.
- To oversee staff members within the store, scheduling shifts, oversee employees' performance, provide guidance, support, identify development needs, and manage the reciprocal relationship between staff and the organization so that each is successful.
- To ensure that all aspects of the store are always running smoothly.
- Identifying customer inquiries and complaints and making appropriate recommendations for corrective solutions to meet their needs and expectations
- Executes all store activities and operations with respect to organizational Standard Operating Procedures (SOP's).

Kabayan Hyper Market

Salmiya, Kuwait City

Sales Lady

January 21 2019 to February 21,2019

Duties and Responsibilities:

- Greet customers
- Help customers find items in the store
- Check order requested stock for customers
- Provide customers with information about items
- Elevate complaints to management
- Keep track of inventory

Luckbuyin Pharmaceuticals Marketing, Inc.

Subic, Zambales

Marketing Assistant

May 1, 2015 to August 31, 2018

Duties and Responsibilities:

- Assist in marketing plans and strategies account implementation
- Assist in the production of marketing materials and literature
- Coordinating in the production of wide range of marketing communication
- Assist with the collation of information for promotional literature
- Maintain documents for marketing purposes
- Assist in monitoring the marketing and sales performance of other branches for assessment

Building Economy Through Social Transformation Foundation, Inc.

Angeles City, Pampanga

Pharmacy Branch Supervisor

July 2012 – April 2015

Duties and Responsibilities:

- Supervises pharmacy and staff's performance
- Responsible for office supplies weekly report and monthly inventory
- Monitoring weekly and monthly stocks
- Manages and compiles necessary documents and transaction receipts for monthly expense
- Plots staff's schedule
- Prepares requisition of pharmacy supplies for purchasing
- Visiting and inspecting pharmacy outlets in different Barangays
- Takes care of mandatory permits yearly and quarterly renewal
- Dispenses medicines

Zambales War Against Poverty

Subic, Zambales

Pharmacy Assistant

August 15, 2011- May 2012

Duties and responsibilities:

- Dispenses medicines
- Responsible for office supplies weekly report and monthly inventory
- Monitoring weekly and monthly stocks
- Takes charge when supervisor is not around

Events Embassy

Oxford Santolan, Pasig City

Event Coordinator

August 2007- July 2011

Duties and Responsibilities

- Trained well to give trusty and quality service to our clients
- Plans and coordinates accordingly
- Establish reliable service performance measures
- Measure customer satisfaction and other performance outcomes
- Understands and improves operational processes with different events we are handling
- Identifies problems quickly and resolves systematically

Internship

East Avenue Medical Center

East Avenue, Diliman Quezon City

160 hour – Minor Internship

October 2007- December 2007

Veterans Medical Memorial Center

Quezon City

480 hour – Major Internship

July 2007 August 2007 September 2007

C & M International Laboratory

110 Don Manuel Aggregado St. Brgy. Lourdes,

Sta Mesa Heights, Quezon City

160 hour – Minor Internship

March 2005- April 2007

A2RS Drug Store

160 hours- Minor Internship

October 2007

Character References

Ramon Groesbeck Lacbain II

General Manager

Luckbuyin Pharmaceuticals and Marketing, Inc.

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Mr. Abdul Kareem

General Director

Kabayan Hyper Market & Supermarket Kuwait

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Mr. K.Sumanth

HR Manager

Kabayan Hyper Market & Supermarket Kuwait

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