



SUNSHINE CAMARCE

CAREER PROFILE

To work in a dynamic, challenging and growth-oriented company that allows me to utilize my knowledge and experience to contribute for the growth of the organization. Driven Store Manager with over five years of experience in retail management. Hardworking team leader, trains and guides staff to develop advanced-level product knowledge. Enthusiastic about exceeding sales goals and helping businesses to thrive.

WORK EXPERIENCE

May 2019 - Present

CHG Global Inc.

World Balance

Store Manager

- Ensure availability of merchandise and services by approving contracts, maintaining inventories
- Contribute to team effort by accomplishing related results as needed
- Supervise, train and assist employees in customer service store maintenance and product promotion
- Ensure the store is always clean and presentable.
- Motivating the sales team to meet sales objectives by training and mentoring staff.
- Creating business strategies to attract new customers, expand store traffic, and enhance profitability.

June 2016 - January 2018

Mohammed Rasool Khoory & Sons

Rolex Watch, Abu Dhabi, UAE

Receptionist/Secretary

- Answers telephone system for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
- Maintains building information (e.g., use schedules, staff directories, emergency contacts, etc.) for the purpose of providing reference information.
- Performs general secretarial and clerical functions (e.g., scheduling, copying, faxing, data entry, filing, etc.) for the purpose of supporting office operations.

December 2013- June 2016

Mohammed Rasool Khoory & Sons

Rolex/Charriol Boutique, Abu Dhabi, UAE

Sales Executive

- Stock control and management.
- Assisting shoppers to find the goods and products they are looking for.
- Answering queries from customers.
- Reporting discrepancies and problems to the supervisor.
- Giving advice and guidance on product selection to customers.
- Responsible dealing with customer complaints.

LANGUAGE

- English
- Tagalog

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Philippines

EDUCATION

Bachelor of Science in Office Administration

Cavite State University

2007 - 2011

EXPERTISE

- Team leadership
- MS Office proficient
- Promotional campaigns
- Sales team motivation
- Payment processing
- HR and recruitment
- Operational planning
- Sales training

SEMINARS ATTENDED

December 2014

- **Rolex Training**

Mohammed Rasool Khoory

March 2008

- **"I Someday"**

Cavite State University-Silang Campus,
Silang, Cavite

October 2010

- **Marketing in 20th Century and
Challenges in the Era of Globalization**

Cavite State University-Silang, Campus