

**Liezl Supan**

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***OBJECTIVE:***

Obtain a position as a team-play in a people-oriented organization where I can maximize my customer-service and support experience in a challenging environment to achieve the corporate goals.

***WORK EXPERIENCE:***

**DIGIPHOTO ENTERTAINMENT IMAGING LLC: BURJ KHALIFA (GUEST ASSOCIATES)**

**(April 28, 2019 - Present)**

- Knowing and understanding camera settings and exposures in order to capture the guest experiences.
- Applying EPX and IMIX system in editing the images.
- Computing and recording totals of transactions.
- Processing payment by cash, check, credit cards, voucher, or automatic debits, if applicable.
- Manages the processing of images, discussing technical problems, checking for quality and dealing with client' s concern.
- Compiling finished products for sale.
- Ensuring the site is ready to start daily operations, stocked and cleaned to a high standard.
- Performing any other reasonable tasks as may be requested from time to time.

**SM Department Store, Angeles Philippines (Sales Associate)**

**(November 2017-December 2018)**

- Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer who enter the shop.
- Assisting customer to find the products they are looking.
- Maintain an awareness of all promotions and advertisements.
- Answering phone inquiries.
- Assist in processing the merchandise and monitoring floor stock.
- Assist in completing price changes within the department.
- Keeping the store tidy and clean, so that the store is presentable.
- Preparing monthly sales report to make sure that the monthly quota is achieved.
- Any other tasks as assigned from time to time by unit manager.

**InterSave Computer Center, Angeles City Philippines (Secretary/Admin Assistant)**

**(December 2012 – July 2013)**

- Managing all incoming and outgoing calls (answering and redirecting incoming calls, taking messages for senior staffs).
- Managing all daily incoming documents and packages for the company; from receiving, logging, recording, copying and distributing to authorized and consigned personnel up to storing and retrieval.
- Providing administrative assistance in the planning and preparation of meetings, conferences and conference telephone calls.
- Responsible for providing administrative support to the administrative manager and managing other tasks as assigned by the manager.
- Responsible for gathering, analysing and summarizing information to manager as required.

**MCDONALD' S Angeles City, Philippines (Service Crew)**

**(October 2014 – February 2016)**

- ☐ Greet the customers/guest as they approach the food service counter.
- ☐ Inform customers of regular deals or daily specials. Provide information on menu items.
- ☐ Up-sell products by providing auxiliary food items information.
- ☐ Take and punch order in computer database, operate cash register by taking payments and accurately count change when returning to customer.
- ☐ Relay customers order to the kitchen and help prepare the order.

- ☐ Contributes to team effort by accomplishing related results as needed.
- ☐ Maintain clean in the counter and work areas, and monitor the stock of sauces, napkin and paper plates.
- ☐ Receive inventory and move food to designated areas, ensures that all food wrapping procedures.

***SKILLS AND ATTRIBUTES:***

- Excellent in interpersonal and communication skills.
- Proactive and flexible.
- Ability to manage multiple tasks and adapt to changing, fast paced environment.
- Ability to work as a team player with a sense of urgency and aspiration for accuracy.
- Knowledgeable in Microsoft Office.
- Ability to evaluate, prioritize, organize and delegate work schedules.
- Able to react quickly and effectively when dealing with challenging situations.

***EDUCATION:***

**B.S in Computer Science (2011)**

Holy Angel University  
Sto.Rosario Angeles City, Pampanga, PHL

***PERSONAL INFORMATION:***

Date of Birth: July 31, 1991

Citizenship: Filipino

Civil Status: Single