



MARIANNE ILAGAN QUINTO

Address: # 310 Al Badaa Plaza Al Satwa Dubai

Phone: 056 3595978

Email: mrnnquinto@gmail.com

■ Core Knowledge and Functional Skill Areas

- In depth knowledge of Microsoft Office suites and internet telephone operations.
- Relevant experience in software applications
- Quick learner of new software applications.
- Proficient in spelling and grammar in English
- Professional verbal/written communication skills.

Work Experience

Embroidery Designer – December 25, 2019 – November 2020

Stitch in Time Tailoring – The Dubai Mall Lower Ground Level

Barudan Machine using Wilcom Software

- Operated embroidery machine with quality operating system.
- Oversaw embroidery designs.
- Configured embroidery machines as inculcated.
- Performed staging, hooping and loading of product onto embroidery machines
- Prepared product for embroidery application.
- Programmed machine with order instructions, framed goods and set up threads.
- Operated all types of embroidery machines.
- Utilized various materials to interpret designs.
- Produced high quality embroidery on an array of products using computerized, multi-head embroidery machines.

Secretary - November 5, 2018 - October 2019

Moulds Petrochem LLC. – Business Bay Dubai UAE

Responsibilities:

- Provides customer service
- Write memos, invoice reports, and agendas
- Fax, scan, photocopy and organize company documents
- Attend meetings and write meeting minutes
- Responsible for answering and handling incoming and outgoing phone calls
- Wrote invoices

2. Graphics Designer – November 2014 – June 30, 2018

Sterling Compound Iba Meycauayan Bulacan Philippines

Responsibilities:

Software used: EX 9000 for textile designs and Intoma Engraver/Photoshop CS

- Creates original designs for regular clients.
- Create Graphic placement art, manipulate, recolor all graphic prints, placed graphics and
- Designed all print and placement artwork as well as color matching for different fabrics
- Designed and created textiles for upholstery, purses and curtains
- Coordinated with clients, technical and marketing team on planning and designing textile materials
- Knowledge in **Color Separation**

3. Receptionist – April 2011 - May 2014

Vakson Real Estate – Emarat Atrium Sheikh Zayed Rd. Duabi UAE

Responsibilities:

- Organized and arranged appointments and interview and training schedules
- Provided administrative assistance
- Maintained manual filing system
- Prepared agendas
- Faxing, archiving, photocopying, filing and scanning documents
- Answering incoming and outgoing phone calls
- Provided administrative, secretarial and customer service

4. Store In Charge / Sales & Visual Mercchandising – January 2005 – February 2011

Lavie En Rose / Le Chateau

RGG Retail Group of Company

Reef Mall / Dubai Festival City

Responsibilities:

- Establish targets for the sales
- Working with individually/team to reach the objectives and targest
- Responsible for maintaining existng clientele,assisting and developing moren clients
- Responsible for the follow up of various receivables, invoices, contracts etc.
- Do weekly display for new collection
- Weekly and monthly report to the area manager.

Education

Philippine Women's University

Fine Arts Major In Advertising, 1992-1996

Personal information

- Nationality : Filipino
- Passport no : EC5301869
- Visa Status: Employment Visa...anytime ready to cancel

References available upon request

Respectfully Yours,

Marianne Quinto