

# Kate Herson Austria

## **BACHELOR OF SCIENCE in BUSINESS ADMINISTRATION MAJOR IN MARKETING MANAGEMENT**

Abu Dhabi

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Willing to relocate to: Abu Dhabi

## Work Experience

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### **Office Supervisor**

Hairson Barbershop & Internet Café - Tanauan City, Batangas

May 2016 to February 2019

#### Job Description:

- supervise and coordinate the daily activities and operations of the office or department schedule and prioritize office activities to meet operating requirements
- determine, plan and direct work flow
- develop and monitor internal controls
- analyze work flow issues and implement workable solutions
- perform administrative support functions such as data management, creating reports, drafting correspondence and preparing basic financial accounts
- develop effective working relationships with staff and stakeholders
- evaluate work of staff
- provide necessary training, guidance and motivation to staff
- approve and monitor staff vacations and sick leave
- initiate and maintain orderly records in compliance with company regulations
- supervise the efficient use of office supplies and maintenance of office equipment
- plan and organize the purchase of office supplies in accordance with purchasing policies and budgets
- maintain a pleasant and secure working environment

### **Sales Supervisor**

Enchanted Kingdom - Sta. Rosa, Laguna, Philippines

November 2015 to March 2016

#### Job Description:

- Ensure high levels of customer satisfaction through excellent sales service
- Maintain outstanding store condition and visual merchandising standards
- Maintain a fully stocked store
- Ascertain customers' needs and wants
- Recommend and display items that match customer needs
- Welcome and greet customers
- Manage point-of-sale processes
- Actively involve in the receiving of new shipments
- Keep up to date with product information
- Accurately describe product features and benefits

- Follow all companies policies and procedures

## Education

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Lyceum of the Philippines University - Laguna, Philippines

June 2012 to April 2016

## Skills

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Microsoft Office (8 years), Adobe Photoshop (3 years), AutoCAD (Less than 1 year)

## Additional Information

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### Soft Skills

- Result-oriented
- Ability to resolve problems
- Ability to operate productively with others
- Ability to work good in tight deadlines
- Excellent communication, organizational and interpersonal skills.
- Ability to pay attention to minute detail and quality
- Initiative, adaptive and willing to learn