**SARAH JANE S. VILLAPANDO**

Abu Dhabi, UAE

Contact No. +971586292176

Email:enajsandoval@gmail.com

***OBJECTIVE***

To have an opportunity to work in a growing and dynamic firm where I can best apply and further enhance my knowledge and capabilities gained through education & work experience.

***WORK EXPERIENCE***

**KIDS MODA OUTLET BABY ITEMS LLC (Luxury Cloth)**

Deerfield Mall, Shahama, Abu Dhabi

Office Administration

December 24, 2017 – up to present

**Office Administration / Sales Person / Graphic Artist**

* Encoding items in the system, receiving items IN and OUT
* Barcoding in the item
* Handle Website online store for uploading images
* Graphic artist for the website online store
* Digital lay out for banner, advertising and Sales promotion
* Stock and ware house management
* Sales report every month and every end of the year
* Handle billings for supplier or consignment until payment was settled
* Conduct and post the advertisement and notices for possible hiring
* Processing working visa start from applying quota up to stamping residence visa
* Placing orders for the needed of the store; Monitoring pick-up and deliver of the supplier
* Prepares contract for signing (newly hired, new supplier, agreement)
* Processes payroll for the all the staff; late, absent, overtime for final approval of the manager
* Telephone operator for all customer concern, needs and wants

**DINO LARA PHOTOGRARHY**

Office Staff / Photographer / Photo Editor/ Lay out Artist

June 2, 2012 up to June 5, 2017 (5 years working experience)

Guadalupe Nuevo, Makati City

**Special Skills**

* Microsoft office (word, excel, power point)
* Adobe Photoshop CC
* Adobe Photoshop Lightroom

***JOB RESPONSIBILITIES***

* Working within established guidelines or standard procedure.
* Receiving and storing the raw files.
* Dealing with clients on their concerns on style/design, format, print and timescales.
* Reviewing final layout and suggesting improvement if necessary.
* Ensure deadlines are met and materials like album, photo book, invitation and etc. must be printed in high definition.
* To develop conceptual designs that are creative, innovative and design sample layouts for the same by applying the knowledge related to the layout principles and procedures

***EDUCATIONAL ATTAINMENT***

Industrial Technology

Major in Electrical Technology

**Southern Luzon State University- Lucena**

 Dual Training and Livelihood Center

 COLLEGE LEVEL

***PERSONAL INFORMATION***

SEX : Female

DATE OF BIRTH : 18 May 1991

AGE : 27

PLACE OF BIRTH : Lucena City, Quezon, Philippines

CIVIL STATUS : Married

HEIGHT : 5’1”

CITIZENSHIP : Filipino

***CHARACTER REFERENCE***

Morad Benzhirou

Kids Moda Outlet Baby Items LLC

Assistant Manager

Contact no. +971 52 124 1851

Kevin Carlo De Aro Javier

Kids Moda Outlet Baby Items LLC

Graphic Artist / Photographer

Contact no. +971 56 918 0246

 I hereby certify that the above information is true and correct to the best of my knowledge and belief.

**SARAH JANE S. VILLAPANDO**

Applicant