

Edward L. Subiano

9068 Jose Abad Santos Street Salitran 2 Dasmariñas Cavite
subianoedward@gmail.com / (63)9391350730



OBJECTIVES:

A dedicated customer service professional with a passion for delivering exceptional customer experiences. Seeking a role where I can leverage my excellent communication skills, problem-solving abilities, and empathy to effectively address customer needs and contribute to the success of a customer-centric organization.

WORK EXPERIENCE:

Purchasing Manager March 14, 2022 - Dec 23, 2024 Wheelzy
109 E Church Street, Suite 500, Orlando, FL 32801 (*work from home*)

- Negotiating prices with sellers to ensure they receive the best possible deal. This may involve leveraging market insights and bargaining tactics to secure competitive pricing.
- Communicating detailed information about the vehicle specifications, condition reports, service history, and any additional features or accessories.
- Offering ongoing support and assistance to sellers with issues that may arise. Providing updates on the status of their vehicle pick up and ensuring a positive customer experience.

Sales Consultant November 06, 2020–July 19, 2021 Auto ZoomZoom Inc. /
Mazda Cavite Brgy. Anabu Highway, Imus Cavite

- Demonstrates automobiles by explaining characteristics, capabilities, and features; taking drives; explaining warranties and services.
- Closes sales by overcoming objections; asking for sales; negotiating price; completing sales or purchase contracts; explaining provisions; explaining and offering warranties, services, and financing; collects payment; delivers automobile.
- Qualifies buyers by understanding buyer's requirements and interests; matching requirements and interests to various models; building rapport.

Sales Executive October 23, 2019 – April 23, 2020 Mt.Sinai Motors Corporation/Suzuki Auto Dasmarinas
G/F Ecstasy Bldg Brgy. Salitran 2, Aguinaldo Highway, Dasma Cavite, 4114

- Contact clients with interest in procuring automobiles to offer them sales deals
- Develop and implement strategies to enhance sales efficiency and increase generated revenue
- Interact with customers to identify their requirements and assist them in selecting a car that meets their specifications

Email Support November 22, 2018 – August 30, 2019 TaskUs
2F, Lumina Point, Bayan Luma II, Imus, 4103 Cavite, Philippines

Job Description:

- Received and answer customer inquiries via email
- Provide quality instructions or responses to resolved the customer's issue

Admin Staff March 16, 2018 – September 04, 2018 CSG International
Unit 5, 3rd Floor, Garden City, Port Moresby, Papua New Guinea

Job Description:

- Develop and maintain a filing system
- Book travel arrangements
- Provide general support to visitors
- Generate reports
- Prepare and monitor invoices
- Answer and direct phone calls
- Organize and schedule meetings and appointments
- Maintain contact lists

Cafe and Restaurant Manager June 28, 2016 – March 15, 2018

New Century Investment Ltd.

P.O Box 281 Kiunga Western Province, Papua New Guinea

Job Description:

- Checking inventory levels and ordering new supplies as and when required.
- Maintaining accurate financial records. Includes the reconciliation of cash and card transactions and managing the distribution of staff tips.
- Managing restaurant staff, leading training exercises, conducting performance appraisals and organizing staff schedules.
- Move throughout the facility and kitchen areas to visually monitor and take action to ensure food quality and service standards are met.
- Utilize computer to accurately charge customers, create forecast and revenue reports and write correspondence.
- Maintain cleanliness of restaurant, service areas, room service.

Administrative Assistant October 21, 2014 – June 13, 2015 Manila

Tytana Colleges Pres. Diosdado Macapagal Blvd. Metropolitan Park,
Pasay City, Philippines

Job Description:

- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Book conference calls, rooms, taxis, couriers, hotels etc.
- Maintain computer and manual filing systems
- Handle sensitive information in a confidential manner
- Coordinate office procedures
- Reply to email, telephone or face to face enquiries
- Answer telephone calls and pass them on

CERTIFICATION/SEMINARS ATTENDED:

Youth Entrepreneurship Summit 2009

Negosyo Sigaw ng Kabataan
SMX Convention Center, SM Mall of Asia Complex,
Pasay, City
September 11, 2009

4th Cavite Entrepreneurship Students Summit

Provincial Gymnasium
Trece Martires City, Cavite
November 26, 2010

Employment Preparation Seminar

STI College Dasmariñas
Dasmariñas City, Cavite
March 16, 2011

SKILLS:

- Computer Literate; Proficient in MS Word, Excel, Power Point and Internet
- Good Communication Skills
- Capable of speaking, reading and understanding basic cooking directions.
- Ability to work peacefully and efficiently under pressure

EDUCATIONAL BACKGROUND:

Bachelor of Science in Business Administration 2007-2011

Major in Operations Management

STI College Dasmariñas

Dasmariñas, Cavite

6 Months Diploma in Commercial Cooking June-December

2012 Future Culinary Arts Consultancy & Services Inc.

2nd Flr. Lemanz Bldg. Aguinaldo Hi-way, Bayan Luma 7 Imus Cavite

PERSONAL INFORMATION

Nickname : Ward
Age : 33
Sex : Male
Weight : 105 lbs
Height : 5'4"
Date of Birth : March 14, 1991
Place of Birth : Cavite
Civil Status : Married
Citizenship : Filipino
Religion : Catholic

CHARACTER REFERENCES:

Dr. Mark Irvin C. Celis

Director for Technical Skills Development
Lyceum of the Philippines University-Cavite
09176181979

Mrs. Andrea M. Abrenica

Voucher Examiner
U.S Embassy
1201 Roxas Blvd, Ermita, 1000 Manila, Philippines
09175701027

Mr. Mark Anthony Cacho

Sales Manager
Mt.Sinai Motors Corporation/Suzuki Auto Dasmariñas
G/F Ecstasy Bldg Brgy. Salitran 2, Aguinaldo Highway, Dasma Cavite,
4114 09171379700



Edward L. Subiano
Applicant