



BERNADETTE A . ROQUE

FREELANCE

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[Click here for my portfolio](#)

<https://bit.ly/3TYmyportfolio>

[live:.cid.72ee6773c1842e27](https://www.twitch.tv/cid.72ee6773c1842e27)

RELEVANT SKILLS

- Translate English - Tagalog
- Data Entry
- Online Researcher
- Google Spreadsheet
- Excel & Microsoft
- Speaking English & Tagalog
- Quality Customer Service
- Do Admin Task
- Canva & Power Point
- Transfer MS Word to Pdf
- Email Management
- Google Calendar
- Appointment Scheduler
- Bintly expert

Other Skills

I have a background in supporting and render service with regard to educate people with their savings and investment to build a solid financial education.

help them to know the priority in life to have discipline from spender to saver to prefer a wealthy person in their retirement years.

WORK EXPERIENCE

1994-2004- fashion sales consultant
RUSTAN MARKETING CORPORATION

2004 - 2018 -Senior Sales Associate
SALAM INTERNATIONAL - DOHA QATAR

- highly motivated and implementing quality customer service and up -selling and cross selling management strategies.
- Monitoring of stocks delivery and transfer stocks and reports.
- Product knowledge in giving input the features and benefits of the merchandize
- always aware on what the trends in market to have gain sales .
- follow up customers needs , events and promotion.
- Data Entry KPI monthly /yearly sales report
- Checking SKU of tag price per details.
- SKU BARCODE entry data and printing

EDUCATION HISTORY



DE OCAMPO MEMORIAL COLLEGE

1991 -1993

registered Midwife

IIAP licensesure passer- Manila Bankers
Registered Associate Financial Planner

CERTIFICATIONS



INTERNATIONAL MARKETING GROUP

**Workshop 1 - 5 - Financial literacy
Work Creation System**

Dominate tools - Digital Marketing

Associate Financial Planner

30Mby2030 Financial literacy

2022 financial literacy Convention



SALAM INTERNATIONAL - DOHA QATAR

Customer Service (advance)

Product Knowledge