

Christine Bijan

A spirit of innovation and collaboration that embraces a lean culture.

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EXPERIENCE

Neverending Worldwide US - San Francisco, CA *Management Supervisor*

11/17 to Present

- Maintain and organize a fluid schedule for events and seasonal apparel releases.
- Management of advertising and advertisement material.
- Planning, decision making, and problem solving.
- Motivating staff effectively.

The Boldt Company - San Francisco, CA *Project Coordinator*

04/2016 to 06/2017

- Maintained project schedules by managing deadlines and adjusting workflow as needed.
- Prepared presentations for customers detailing project scope, progress and results.
- Developed application framework that served as the cornerstone for a highly successful client web applications strategy.
- Effectively handled the communications between in-house software team, clients, and stakeholders.
- Developed and managed project plans while providing status updates to management.
- Executed and monitored standards for user interfaces, page design and graphic development.

Open Top Sightseeing - San Francisco, CA *Sales Representative*

03/2014 to 03/2016

- Resolved product issues and shared benefits of new technology.
- Earned "Top Seller" for consecutive quarters in 2014, 2015, 2016.
- Built customer confidence by actively listening to their concerns and giving appropriate feedback.
- Regularly sought opportunities to upsell additional merchandise.
- Served as liaison between customers, store personnel and various store departments.
- Resolved product policy issues and shared benefits of new technology.

SKILLS

- Computer Proficient
- Training and Development
- Client-Focused
- Contract negotiation, review drafting
- Reports, generation, and analysis
- Strategic planning
- Lead generation
- Time management
- Products and service knowledge
- Flexible schedule
- Sharp problem solver
- Adaptive team player
- Strong organizational skills
- Superb sales professional
- Journeyman Laborer
- Carpentry

LANGUAGES

Fluent in Ilonga

Fluent in Tagalog

EDUCATION

High School: Washoe High
Reno NV-Diploma, 1998

College: TMCC - Reno NV
Certified Nursing Assistant
License, 1999
General Education, 2009