



# Dianne Montano

Sales / Artist



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## Profile

I am an experienced sales representative and an artist seeking for a partime job in the field of events and marketing communications, where I can apply my knowledge and skills for continuous improvement.

## Experience

### FREELANCE ARTIST

own visa

2022 - Present

- Respond to all inquiries regarding events.
- Desining and quoted prices.

### Sales / Artist / Cashier

Balloona Shop LLC

2018 - 2020

- Responsible for dealing with any and all customer questions about the products and services the company offers.
- Achieved complete and timely delivery of the project by following clients requirements, deadlines and budget.
- Calculate total sales during the day.

### Sales Representative

Gravitas LLC

2017 - 2018

- Answering walk-in and phone inquiries.
- Preparing orders.
- Contacting couriers for delivery orders outside the country.

### Sales / Senior Artist

Party Centre LLC

2010 - 2013

- Maintain a positive attitude and focus on customer satisfaction in a fast-paced environment.
- Executed all presentations, ordering, inventory, sales, planning and delivering products.
- Responded to all customer inquiries thru email and whatsapp in a timely manner.
- Desining and quoted prices.

## Education

Philippine Womens University  
Manila, Philippines

- Bachelor of Fine Arts major in Advertising

Casa Real Montessori Inc.  
Parkpalce Village, Cavite Philippines

- Pre school to High school

## Personal Skills

- Creative spirit
- Reliable and Professional
- Organized
- Time Management
- Team Player
- Fast Learner

## Award

Employee of the year

- Party Centre LLC | Dec. 2012

## Achievements

- Cpmpleted important projects on time and within the budget.
- Long-term employment without absence of work.
- Increased sales.
- Successfully managed and led a team.
- Resolved customer inquiries and complaints.
- Designed parties and events for sheikh.
- Carrefour events.
- Qualatex balloon convention (International Event)