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# LORDELEIZ LILOC FAJARDO

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## PROFESSIONAL SUMMARY

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Solution-oriented and problem solver with many years of experience building and maintaining software and administrative duty. Highly skilled in communication, collaboration, and technical documentation.

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## KEY SKILLS AND EXPERIENCE

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| ✓ Customer Service              | ✓ Indoor/Outdoor Strobe Lighting set-up |
| ✓ Staff Training & Supervision  | ✓ Photo editing and graphics layout     |
| ✓ Reception Handling            | ✓ Photoshoot using tethering            |
| ✓ Photography                   | MS Office                               |
| ✓ Adobe Photoshop & Illustrator | Adobe Lightroom                         |

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## PROFESSIONAL EXPERIENCE

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### Entrepreneur/ Freelance Photo Editor/ Enhancer

From 2016 to present

- Sales (Retail & Wholesale) Online and/or Personal selling of own products
- Tutor (Basic Photoshop & Basic Photography)

### Photographer/Editor & Layout Artist

Za'abeel Studio - Dubai, U.A.E. | 07 November 2012 - 07 December 2015

- Indoor and outdoor shoots with different kind of strobe lighting depending on client's desire followed by collaborating of ideas with the clients for what is needed in the shoot.
- Create dramatic scene shoot with different lighting indoor or outdoor using only the portable speed light with correct settings of the camera.
- Conduct product shooting with and without models
- Media shoot of different events such as Official Events with the highnesses and high profiled individuals, Important Events organized by different government, semi-government and private institutions, and as Official photographer of an important individual for an event.
- Engagements & Weddings photo coverage, Fashion shoot, Sports, Workshops & Seminars coverage, Newborn & Birthdays of all ages.
- Retrieval of old images to digital format.
- Enhancing images using lightroom, photoshop and other plug-ins.
- Creating wallpaper designs in Illustrator for graphic designing
- Photo editing and create an artistic layout for the digital album
- Printing using high quality printing machines and has full knowledge in color management base on the printers and paper profiles.
- Assisting the clients to select a good images for editing and printing.
- Perform customer sales service. Selling the products and answers customer's inquiries regarding prices, product & services information the company has offered.

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## PROFESSIONAL EXPERIENCE

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### Customer Service /Graphic Designer/Administrative Assistant

Studio Al Aroosa - Dubai, U.A.E | October 2000 - July 2012

#### Administration Responsibilities:

- Ability to relate with clients inquiries.
- Assessing other related entitlements and services documentation.
- Expedited administration routines such as arrangement of Client's Contracts and invoices, Tenders, Minutes and Faxes, filing, Hotel & Conference bookings, and handling telephone calls.
- Completion of document's for the staff's legal issues such as working permits and employment visas.
- Well-verse in Dubai's Wage Protection System (WPS)

#### Graphic Designing Responsibilities:

- Image Editing and artistic designing
- Full knowledge of image color management

### Customer Service / Receptionist

Spinney's LLC | July 1998 - June 2000

- Carried out data entry, bookkeeping, daily billings, invoicing, and inventory control.
- Managed up to 16 phone lines with 216 extensions, greeted customers pleasantly, communicated closely with clients and vendors. Responded to, and resolved, customer issues and inquiries.
- Reconciled and balanced daily transactions for all the branches throughout the emirates.
- Managed and submitted daily transaction totals to headquarters, with 100% accuracy rate.
- Providing a face-to-face service if the clients cannot be dealt with over the phone.
- Identified and implemented enhancements to customer service, communications, and mediation processes to improve efficiency and customer satisfaction.

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## EDUCATION

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1991 - 1994 | Adamson University

Bachelor of Science in Computer Science

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## PERSONAL DETAILS

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Date of Birth	October 23, 1974
Nationality	Filipino
Religion	Born Again Christian

*I hereby solemnly swear that all information stated above are correct.*

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