**Jean Marie L. Morados**

**Profile**

Career Objective Obtains a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

**Personal Details**

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Date of Birth - August 23, 1988

Citizenship - Filipino

Religion - Roman Catholic

Civil Status - Single

Languages - English, Tagalog

**Educational Attainment**

2006 - 2008

TERTIARY - *Diploma in Office Skills and Management*

 System Technology Institute, Tacurong City

 PC Operation TESDA Certificate NC – II, March 2008

**Employment Record**

**June 2008- Present**

*Data Encoder*

Sarangani Private Emission Testing Center

* Compare data with source documents, or re-enter data in verification format to

detect errors.

* Compile, sort and verify the accuracy of data before it is entered.
* Maintain logs of activities and completed work.
* Select materials needed to complete work assignments.
* Store completed documents in appropriate locations.

**July 2014 – October 14**

*Telemarketer/assistant*

* Contact all the people connected with my client from LinkedIn and set up an appointment
* Reminding the boss about the schedules an appointment of the day
* Putting information through calendars and Microsoft office online

**October 2013 – December 2013**

**August 2014 – October 2014**

*Freelance/Message organizer*

Odesk – Ifork

* Copy paste and edit some information and sent to thousands of my boss’s

friends in Facebook and Twitter

* Maintain logs of activities and completed work.

**August 2009 – September 2009**

*Telemarketer/costumer service*

JKL Outsourcing

* + Doing sales and up sells and gathered information on their credit cards
	+ Document all inquiries within contact management system and follows

appropriate guidelines.

* + Capacity to understand and interpret client and provider contracts while working

* Computer literate -a basic understanding of common office equipment and

 programs and the ability not to be daunted by a change in the technology

* Innovative problem-solver who can generate workable solutions and

resolve complaints

* Showing initiative and being ‘self-starting’

**Other Skills**

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 **Gulfjobseeker.com CV No:** **1519818**