April

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Personal Profile

I am a mature and hard working individual, who always strives to achieve the highest standard possible, at any given task. I possess excellent communication skills, and I have the ability and experience to relate to a wide range of people. I enjoy learning new things, I can work very well under pressure and I have the sales experience to handle costumer’s complaints and solving problematic situations.

Education

**[2002 – 2008]**  Calamba Central School

**[2008 – 2012]**  Liberation Institute

**[2013 – 2015]** Information Management Major in Airline Procedure

Philippine State College of Aeronautics

**Work Experience**

**August 2012 – February 2013 Sales Lady Hannah Jamielyn Bags**

Main duties performed: -Meeting Sales Goals

-Creating Business Relationships

-Being persistent under pressure and maintaining a keen awareness of the customer’s need.

**September 2015 – February 2016 Call Center Agent Convergys**

Main duties performed: -Determines requirements by working with customers

-Answers inquiries by clarifying desired informations; researching,location and providing information.

-Resolves problems by clarifying issues.

**March 2016 – May 2016 Sales Representative Supportsave**

Main duties performed: -Works with customers to find what they want

-Create solutions and ensure a smooth sales process

-Find new sales leads, through business directories, client referrals and more.

**Skills**

**-Written and Verbal Communication Skills**

**-Strong Customer Service Skills**

**-Self- motivation and ability to take the initiative**

**-Ability to work well under pressure**

**-Punctuality and time keeping**

**-Quick learner, keen to learn and improve skills**

**-Able to take on responsibilities**

**Hobbies and Interests**

I have tons of habits. Such as singing, watching movies, hang out with friends. Sometimes I work out. I like watching funny videos on the internet. I am a social media person. I love posting videos of me singing on the internet. I also aspire to be a model someday if given a chance and I am also into photography. I am interested in learning new things. Discover mysterious things in the world. And I am looking forward for more adventures.