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**JENNIFER**

[**JENNIFER.363600@2freemail.com**](mailto:JENNIFER.363600@2freemail.com)

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**OBJECTIVE:**

A challenging, attractive position commensurate with my qualification and experience. To work in accordance with my knowledge, skills and work effectively with providing high quality and standard service are on my way to entire satisfaction and success of the company as well as to build up my career and quality.

**SKILLS:**

Time management Positive thinking

Multi-tasking How to interact with people individually

Trustworthy Can deal with customers and handle complains

Can work under pressure

**WORKING EXPERIENCE:**

* **Robinson Mall (Sales Clerk)**

→ Bench (clothing section)

(Sept, 2016 - March 2017)

* Perform basic retail task , operating cash registers using POS
* Maintaining the store clean and help the customer to decide what they want
* Making change and cross selling product based on customer’s current purchased
* **Alorica / West Contact Services Inc**

→ Technical Support Representative / Customer Service Representative

( Feb 2015- May 2016)

* Taking incoming technical calls from customer , guide them to activate their equipment over the phone
* Troubleshooting and send signal to their equipment such as cable , phone and internet
* Explain to the customer there bills and offer a best package that company have to gain the customer trust.
* Monitoring and maintaining the computer systems and network

* **Electronic Bingo Boutique (Online Game)**

→ Cashier

(March 2011 - 2014)

* Exchange coins , tokens and chips for patrons money
* May issue payoffs and obtain customers signature on receipt
* May operate booth in the slot machine and furnish change persons with money bank at start of the shift or count and audit money in drawers.
* **Tokyo Tokyo Inc**

→ Service Crew

(April 2008 - Sept., 2010)

- Maintain the cleanliness of the store

- Possess great hospitality skills

- Work under pressure

- Work very fast

* **Jollibee Berma**

→ Service Crew

(March 2007 - Aug., 2007)

* Multitasking as service crew I also assigned as a cashier
* Taking customer order
* Maintain the cleanliness of the store
* Responsible for deal transactions and also needed in bill processing

**ON THE JOB TRAINING :**

* **Assistant of COMELEC HEAD PERSONNEL**
* Receive and respond to question from the public with regard to voter registration and the voting process
* Assist with maintaining and updating the voters list
* Assist with election communication and coordinating the people , materials and equipment necessary to implement the election

**TRAINING and SEMINARS:**

* **Attend Training on Nov.-Feb.'2009**

Commission on Election

* **Attend Seminar on August 4, 2009**

Philippine Libre Inquirer

**EDUCATIONAL BACKGROUND:**

* Tertiary: City University of Pasay (Pamantasan ng

Lungsod ng Pasay)

Graduate of Associate in Computer Technology

2007 – 2009

* Secondary: Pasay City East High School

2003 – 2007

* Primary: Apelo Cruz Elementary School

1997 – 2003

**I hereby certify that the above information is true and correct and it is written in the best of my knowledge and belief.**