**LORETO**

**Address: Sharjah, United Arab Emirates**

**E-Mail Address:** **loreto.376738@2freemail.com**

**Mobile Number: C/o 971501685421**

**Objectives:**

* To obtain a rewarding job and work effectively and competing with the best, seeking knowledge, wants to continue my career with the respectable company.

**Relevant Skills:**

* Excellent Communication Skills
* Friendly and Confident manner with pleasing personality
* Energetic and able to work under pressure
* Customer Service Oriented

**Professional Experiences:**

* **September 2012 – September 2017**

**Alorica Clark**

**Clark Freeport Zone, Pampanga, Philippines**

**Customer Service Representative (T-Mobile)**

* Responsible in Customer Service (T-Mobile).
* Responsible of taking inbound calls.
* Responsible in answering customers questions about their accounts and technical related questions.
* Bill Account Specialists
* Responsible of giving satisfactions to customer experience.
* Responsible in giving customer the best quality service.
* Self-Correspondence.
* **June 2012 – August 2012**

**Time Square Telesales (Direct Home)**

**Angeles City Pampanga Philippines**

**Outbound Sales Representative**

* Make outbound call for customer to offer products.
* Check available leads.
* Set appointment for customer who wants to visit showroom.
* **February 2011 – May 2012**

**UPS International, Inc. (Logistics)**

**Clark Freeport Zone, Pampanga, Philippines**

**Customer Service Representative**

* Responsible of locating shipping address.
* Responsible of taking inbound calls.
* Responsible of scheduling shipment pick-ups, tracking and billing packages.
* Responsible in providing good customer services.
* Self-Correspondence.
* **October 201 – January 2011**

**Sutherland Global Services**

**Clark Freeport Zone, Pampanga, Philippines**

**Customer Service Representative (target.com)**

* Responsible in taking inbound calls.
* Responsible in assisting customers with their queries about their online shopping accounts and orders.
* Responsible in providing good customer services.
* Self-Correspondence.

**Education:**

* **Collegiate:** Bachelor of Science in Nursing

Dee HwaLiong College Foundation

Angeles City, Philippines

Batch 2008

**Personal Data:**

* Date of Birth: May 02, 1987
* Place of Birth: Angeles City, Philippines
* Age: 30
* Civil Status: Single
* Citizenship: Filipino
* Visa Status: Visit Visa
* Date of Entry: January 08, 2018

I hereby certify that all given information are true and correct with the best of my knowledge and belief.

**Loreto**