** IRENA**

**Qualifications:**

* Human Resources Associate for more than 1 year
* Over 8 months of experience as Patient Relations Associate- Admission.
* Proven 5 months of working as a Customer Service Representative with foreign clients
* Experience on the process of employment to deployment and mass hiring
* Proficient in using Microsoft Office applications such as Microsoft OfficeWord, Excel, and PowerPoint
* Excellent English skills (verbal and written)
* Ability to develop and motivate teams
* High level of energy and enthusiasm

**WORK EXPERIENCE**

* **CUSTOMER SERVICE REPRESENTATIVE**

TELSTRA at TELETECH HILIPPINES

September 16, 2019 - February 12, 2019

* **HR ASSOCIATE**

AvancePilipinas Inc.

June 7, 2018 - August 22, 2019

* **CUSTOMER RELATIONS REPRESENTATIVE**

C.P Reyes Hospital Tanauan Medical Center

May 4, 2017- February 3, 2018

* **PATIENT RELATIONS ASSOCIATE - ADMISSION**

C.P Reyes Hospital Tanauan Medical Center

May 2017 - February 2018

**SEMINARS ATTENDED:**

* Discovering the Inner you
* Public Relation: First step Towards Personal & Corporate Success
* Empowering psychology student through Familiarity & Competency on project Techniques
* Mental Health for Children’s & Adolescents: Scientific Approaches to Mental Health Promotion, Proven and Intervention
* What your Minds Conceives Your Body Achieve: Optimum Wellness through Health Psychology
* Say No to Dope: The Basic of Addiction Rehabilitation

**EDUCATIONAL ATTAINMENT**

**Tertiary Level**  : Bachelor of Arts Major in Psychology (AY 2013 – 2017)

Lipa City Colleges

#10 Ga Solis St LipaCity, Batangas, Philippines

**PERSONAL INFORMATION**

Date of Birth : October 20, 1996

Place of Birth : Lipa City, Batangas, Philippines

Nationality : Filipino

Civil Status : Single

Religion : Roman Catholic

Language Spoken : English and Filipino

Personal Contact : [irena-397132@2freemail.com](mailto:irena-397132@2freemail.com)

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