**MARY**

**MARY.349198@2freemail.com**

OBJECTIVE:

Mydesireistofindastableyetchallengingroleinaprofessionalenvironmentinwhichtolearnnewtechnologiesandskillstoimprovebeyondmycurrentabilities. Iexpecttobuildastrongbusinessrelationshipwithinthecompanyandtheclients;andtoaddvaluebyprovidingacourteous,professional,efficientandflexiblemannerinordertoimprovepersonaldevelopment.

PERSONALSKILLS:

* Goodteamplayer
* Highlytrustworthy
* Abilitytofollowallprocessandprocedures
* Computerliterate
* Goodtypingspeed
* Abletotroubleshootcomputerproblem
* Abilitytohandlestresseffectively

QUALIFICATIONS:

* Highlymotivatedandgoaloriented.
* QualityCustomerserviceandGuestRelations.
* Adaptabletonewenvironment..

EDUCATIONALBACKGROUND:

**COLLEGE:**

ADAMSONUNIVERSITY

BSCOMPUTERENGINEERING

900SanMarcelinostreet,ErmitaManila

Yr:2013-2015



 LYCEUM OF THE PHILIPPINES UNIVERSITY

BSCOMPUTERENGINEERING

Intramuros,Manila

Yr:2012-2013

**SECONDARY:**

 **ST. VINCENT SCHOOL**

 99 West Avenue Quezon City

Yr: 2008-2012

**PRIMARY:**

Sto. CristoElementarySchool

QuezonCityPhilippines

 **WORK HISTORY:**

 **Customer Service Representative**

 National Bookstore Ph

 Oct. 09, 2016 – April 10, 2017

* Respondtocustomersquestionsandinquiriesandprovidesinformationonprocedures.
* Assistcustomereffectivelybysolvingcustomersdisputesbyprovidingadditionalinformationandexplainservices.
* Createandmaintainservicereports.

**Telemarketer / Call center**

Max's Group Inc.

Eco plaza Chino Roces, Makati

Nov. 02, 2015 – March 29, 2016

* Deliverpreparedsalestalks,readingfromscriptsthatdescribeproductsorservices,potentialcustomerstopurchaseaproductorservice.
* Obtaincustomerinformationsuchasname,address,andpaymentmethod,andenterordersintocomputers,maintainrecordsofcustomeraccounts
* Deliverpromotionalpresentationstocurrentorprospectivecustomers.
* Handleguestinquiriesandofferbestproductstosuitthecustomers.

SalesAssociate

Oct.2014-March 2015

Retail

* Meetsalesgoalswhileofferingpersonalizedcustomerserviceandmaintaininglong-lastingrelationshipswithcustomers.
* Handleguestinquiriesandofferbestproductstosuitthecustomers.
* Helponpurchaseofstocksandmonitordailysalesandstocksavailability.

INTERESTS:

Books,movies,jobtaskplanningandorganizing,computers,health,travel,cooking

PERSONALDETAILS:

Age:21yearsold

Nationality:Filipino

DateofBirth:February12,1996

PlaceofBirth:PHILIPPINES

MaritalStatus:Single