

Jeannifer

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**OBJECTIVE**

* To be a part of a company wherein I can utilize my knowledge and talents, share my skills, and hopefully lead to the additional growth within the company. I am keen to achieve further professional development and improvement.

**CAREER SUMMARY:**

ECA GLOBAL Education Centre of Australia

Position: Marketing Officer / Travel Agent

Unit 3 G/F SM Cyber 2 Sen. Gil Puyat Ave. Makati, City Philippines

⦁ Jun 2015 – Nov. 2016

* Book transportation, make hotel reservations and collect payment/ fees.
* Use promotional techniques and prepare promotional materials to sell itinerary tour packages.
* Deal with occurring travel problems, complaints or refunds.
* Monitored Live Chat portals, Social media, Facebook with our Affiliated Universities (ZBA,PY, APIC and ELSIS- English Language School In Sydney)
* Assisting in processing of Agency Agreement e.g Maintaining Spreadsheet Data, RTO

and STARS, Data Entry and Preparing an Agent Agreement.

* Supporting the marketing manager in day to day marketing activities.
* Plan, develop and deliver campaigns as agreed within timescales.
* Organize and attend marketing activities or events to raise brand awareness
* Plan advertising and promotional campaigns for products or services on a variety of media ( social, print etc. )

ECA GLOBAL Education Centre of Australia

Position: HR/Admission Officer & Visa Compliance Officer

Unit 3 G/F SM Cyber 2 Sen. Gil Puyat Ave. Makati, City Philippines

⦁Jun 2008 – May 2015

* Assist ECA Global team with the new applicants for the application and prepares reports.  
  Assessment of credentials & Requesting Offer Letter & COE to Universities.
* Daily follow ups for additional documents for visa application
* Handling Student visa processing to Australian Embassy
* Responds to department inquiries (mail, phone, email) including

communication with international grantees,colleagues and Australian Embassy.

* Ensures that grants database is kept updated; supports all related grants tracking systems.
* Provides administrative support to both the core and donor-advised fund

grant-making teams, including correspondence, maintenance of office supplies

* Communicate with public services (SSS, PAGIBIG, PHILHEALTH & SEC)

when necessary Compile and update employee records (hard and soft copies)

ECA is working as a regional agent for VU Melbourne. We collect applications from our agents around the world and lodge to Australian embassy.

**FORNARINA(Shoes, Apparel & Accessories )**

**Position: Sales Consultant**

Gateway Mall Cubao Quezon, City Philippines

**Dec. 2004- May 2007**

* Greet customers and ascertain what each customer wants or needs.
* Performing task such as counting money, separating charge slips, coupons, vouchers, and making deposits.
* Recommend, select, and help locate or obtain merchandise base on customer needs and desires.
* Arrange and display merchandise to promote sales.

**PIZZA HUT**

**Position: Cashier / Waitress**

Gateway Mall Cubao, Manila Philippines

**Feb. 2002- March. 2003**

* Take customer orders at the counter
* Receive payments and present change to customers
* Appeal to impatient or irritated customers, especially during rush hours
* Manage the register, including all credit card and cash operations
* Ensure a balance of the register at the end of the shift or working period

**POSITIVE RESPONSE VISION INC.**

**Position:Call Center Agent**

PRC Makati, City Philippines

**Jan. 2001- Jan. 2002**

* Develops new account by researching prospective clients through initial contact such as cold calling and email sending, referrals etc.
* Conducts research, study and gathers necessary data on target companies
* Submits proposals, does follow up calls and closes deals

**GLOBE TELECOM**

**Position:Data Encoder / Clerk Marketing Materials Warehouse Dept.**

Pioneer Highlands Mandaluyong, City Philippines

**Apr. 1999 – Aug. 2000**

* Assigned in project Olympus
* Prepare transmittal, waybill & other necessary documents for releasing
* Endorses all deliveries for the day to courier
* Maintain different files for each transaction

**OWWA- (OJT- On the Job Training) / Loan Assistance**

F.B. Harrison Building cor. 7th Street Pasay City Philippines

**June 1996 –Sept. 1996**

* Analyzes delinquent loans, and determines when legal action must be taken, or collection agencies utilized.
* Submit applications to credit analysts for verification and recommendation.
* Handle customer complaints and take appropriate action to resolve them.
* Work with clients to identify their financial goals and to find ways of reaching those goals.
* Confer with underwriters to aid in resolving mortgage application problems.
* Negotiate payment arrangements with customers who have delinquent loans.
* Market bank products to individuals and firms, promoting bank services that may meet customers’ needs.

**EDUCATIONAL ATTAINMENT**

AIEPRO American Institute for EnglishProficiency⦁Aug. 2012- Feb 2013

C3 C-Cubed (Conversation Fluency, Critical Thinking and Confidence Building)

**Makati, City Philippines**

**Far Eastern University (Undergrad)⦁Jun. 1999 – Apr. 2000**

Bachelor 0f Science in Business Administration

**Sampaloc, Manila Philippines**

**EARN Employment Apprenticeship Research Network⦁Jan. 1996 - Oct. 1996**

Graduated Computer Secretarial

**Sampaloc, Manila Philippines**

**LSPC Laguna State Polytechnic College⦁Jun. 1990 - Apr. 1994**

Secondary

**Siniloan, Laguna Philippines**

**QUALITIES/STRENGHT**

I am enthusiastic and responsible person. I am willing to learn and be trained. I am very friendly and can easily adjust to different situations. Even under significant pressure, I possess a strong ability to perform effectively.

I certify that the above information aretrue and correct to the best of my ability.