

JESSA ANNE MAGDARAOG



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 Dasmariñas Cavite

PROFILE

Highly competent professional who can be trusted with even the most confidential projects. Excel in turning disorganized environments into smooth-running operations and overhauling administrative processes to improve accuracy and efficiency. Self-starter and a quick-learner who always exceeds expectations.

SKILLS

- Multi-tasking
- Data privacy
- Organized
- Creativity
- Critical Thinking
- Problem Solving
- Computer Literacy
- Data Literacy
- Strong Communication

EXPERIENCE

BASKIN ROBBINS

STEWARD

DUBAI, United Arab Emirates

2016 - 2018

- Greet customers
- Ring up all purchases in a friendly and efficient manner.
- Handling cashier and inventory
- Cake Maker

Government Service Insurance System

Quality Assurance

Main office-Pasay City

2020 - 2021

- Proven the ability to handle documents
- Assuring Quality works
- Strong willingness to follow verbal and written instructions.
- Strong willingness to finish task on time.

(STAFF ALLIANCE) METROBANK CARD CORPORATION

TELEMARKETER

Main office-Pasay City

2022-2024

- Reading from scripts that describe products or services.
- To persuade potential customers to purchase a product or service.
- Deliver prepared sales talk.

EDUCATION

BACHELOR OF SCIENCE INFORMATION TECHNOLOGY

SYSTEM TECHNOLOGY INSTITUTE

2011 - 2015