

Antoinette Saavedra



Profile

To bring to your organization enthusiasm, dedication, responsibility and good work ethic combined with a desire to utilize my skills obtained through experiences.

Work Experience

2023 -
2024

Medilink Network Inc

Senior Accounts Associate

- Assist in monitoring and assessing the performance of the Account Management Team.
- Manage or lead the team's internal and day-to-day activities in lined with team's goals and objectives.
- Responsible for handling internal team's conflict before reporting to STL and/or Manager. Handles project assigned by the Head Manager.

2020 -
2023

Medilink Network Inc

Accounts Associate

- Building and maintaining relationships with acquired accounts that include, but are not limited to, hospitals, clinics, doctors. Some of the daily tasks include responding to inquiries, addressing account-related concerns, and others.

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 antoinette.saavedra@gmail.com

 370. M. Gregorio St. Cor. Picache St.
San Antonio, Cavite City

Education

Bachelor of Arts in
Communication major
in Broadcasting

**Lyceum of the Philippines
University - Cavite**

2015 - 2019

Expertise

- Excellent persuasion skills
- Able to react quickly and effectively when dealing with challenging situations
- Literate in using Windows and other computer applications
- Basic editing of Audio and Video
- Effective and fluent speaker
- Competent communicator
- Excels in public speaking
- Flexible in working with shifting schedules and can-do multi-tasking
- Rational
- Creative
- Adaptable
- Team leader

References

Eunice Dinoy

Former Internship Supervisor

Phone: 0917-144-2628

Edniel Parrosa

Former Internship Supervisor

Phone: 0956-830-3586



Internship

Manila Broadcasting Company

2018 May

96.3 Easy Rock

Production Assistant/Audio Editor

2018
December

DZRH News Center

News Writer/Audio Editor



Seminars and Training

2018
October

8th EdukCircle Awards

AFP Theater

2018
April

Kultura: Understanding Cultural Diversity in ASEAN Community

Lyceum of the Philippines University - Cavite

2018
March

“YOUNIQUE” (Image and Skills Enhancement Training)

Lyceum of the Philippines University - Cavite

2015
September

Juvenile Delinquency

Lyceum of the Philippines University - Cavite



Awards and Achievements

- Dean's Lister
- Academic Excellence Award – Lyceum of the Philippines - Cavite