



DAISERYLL JADE DELA SERNA

Profession

Contact

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Skills

Communication Skills

Critical Thinking

Time Management

Flexible

Accomplished Branch Administrator with a proven track record at PH GLOBAL JET EXPRESS - J&T EXPRESS, enhancing team communication and customer relationships. Leveraged critical thinking and communication skills to resolve conflicts and deliver customized solutions, significantly boosting client satisfaction. Expert in time management and adaptability, consistently achieving targets.

Work History

2024-02 -
2024-07

Branch Administrator

PH GLOBAL JET EXPRESS - J&T EXPRESS, Talon Dos,
Alabang-Zapote Rd., Las Pinas City

- Fostered a positive work environment by promoting open communication channels between team members.
- Strengthened customer relationships by delivering top-notch service, understanding client needs, and offering customized solutions.
- Effectively resolved conflicts among staff members by utilizing excellent interpersonal skills diplomacy.

Education

Bachelor of Secondary Education- Major in English

Cavite States University- Bacoor - Soldiers IV, Bacoor,
Cavite

2021-04

Senior Highschool : Humanities And Social Sciences

AZGH College Inc. - Naga Road, Pulang Lupa, Las
Pinas City

2019-03

High School Diploma

Captain Albert Aguilar National Highschool- ANNEX
- Narra St., CAA, Las Pinas City

- Degree Awarded as Honorable Student

2015-03

Elementary

CAA Elementary School- Annex - CAA Las Pinas City