

JAZEL ANN ANTONIO

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.



CONTACT

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Calamba Laguna

PERSONAL DETAILS

- Birthdate:** 10/02/2000
- Civil Status:** Single
- Citizenship:** Filipino
- Religion:** Catholic
- Birth Place:** Marinig Cabuyao Laguna

EDUCATION BACKGROUND

- BS IN PSYCHOLOGY**
St. Vincent College of Cabuyao | 2019 - 2022
 - College level
- SENIOR HIGH SCHOOL**
University of Perpetual Help System-DALTA | 2017 - 2019
 - Senior High school strand of Home Economics (Bread & Pastry and Food & Beverages NC 2 Holder) and Tour Guiding.
- HIGH SCHOOL GRADUATE**
Cabuyao National High school | 2012 - 2017
- ELEMENTARY GRADUATE**
Pulo Cabuyao Laguna | 2005 - 2012

RELEVANT EXPERIENCE

EBAY PRODUCT RESEARCHER & LISTER

Remarks Supply | Sept 2022 - December 2022

- Creates listings for products sold online and collect the most essential information according to consumers. Editing photos showed in online shop.

VIRTUAL ASSISTANT

The Glass Consultants | March 2022 - Sept. 2022

- Respond to emails and phone calls. Schedule meetings. Daily administrative tasks and appointment setting.

CUSTOMER EXPERIENCE AGENT

Alorica | Sept 2021 - Sept 2022

- Customers call in to place order, assist customers in finding product as well as giving customers information about products and product information. Tracking and cancellation of the orders.

SALES LEAD GENERATION SPECIALIST

J-Line Phonex | May 2020 - Feb 2021

- Generating consumer interest for a product or service with the goal of turning that interest into a sale.

DATA ENTRY

Moitie Cosmetics | June 2020 - Sept 2020

SERVICE CREW

McDonalds | Sept 2018 - April 2020

- Assisting customers to their tables, taking orders, processing customer orders.

SKILLS

- Microsoft Office (Word, Excel, Powerpoint)
- G Suite (Google Drive, Docs, Sheets, Forms, and Gmail)
- Customer Service and Admin works
- Social Media and Computer Literate