



JEMIMAH TENITO

09058451679 | jemimahtenito@gmail.com | <https://www.linkedin.com/in/jemimahtenito/> | <https://jmxtenito.wixsite.com/jemimahtenito>

Philippines

A graduate in Human Resources Management who has experience of being an Executive Assistant, Lead Generation Specialist, Accounting Associate, and Customer Service Associate.

Work Experiences

Magic Inc - USA

Jul 2021 - Oct 2022

Executive Virtual Assistant

- Administrative Support
- Sales reporting
- Email and Calendar Management
- Lead Generation
- Researching
- Inventory Management
- Screening Applicant
- Accounts Receivable/Payable
- Appointment Setting
- Social Media Handling

24-7 Intouch - Philippines

May 2021 - Jul 2021

Customer Service Representative

- Assisting customers through inbound, outbound, and email
- Tracking orders
- Processing refunds and return products
- Upselling

Teletech Care Philippines - Philippines

Aug 2020 - May 2021

Customer Service Representative

- Ordering medications through phone calls
- Assisting customers regarding insurance coverage

Diamond Greenhills Inc - Philippines

Oct 2019 - Aug 2020

Secretary

- Generating sales report
- Email and Calendar management
- Assisting meetings
- Data Entry

Education Level

Polytechnic University of the Philippines - Manila, Philippines

Jun 2014 - May 2019

Bachelor Degree in Business Administration major in Human Resources Management

Skills, Achievements & Other Experience

- **Skills:** Administrative Task, Email Management, Calendar Management, Setting Appointments, Quickbooks, Customer Support, Lead Generation