**Jenifer Estuaria Bandola**

Block 13 Lot 44 Estrella Heights Subdivision Rodriguez, Rizal

Mobile No.: 09626205329

Email add.: xearjjemjrel17@yahoo.com

**EMPLOYMENT OBJECTIVE:**

To gain employment in a company that is willing to give me the opportunity to utilize my skills and abilities in management, customer service, and exemplary communication skills.

**SKILLS/QUALITIES**

●Computer Literate, knowledgeable in MS Office including Word, Power Point, and Excel

* Fast learner and disciplined
* Can communicate with co-employees
* Very hardworking and flexible
* Willing to work on night shifts and shifting schedules

**WORK EXPERIENCE:**

**BPO INDUSTRY:**

**Careworks Health Services (Virtual Assistant)**

November 14, 2023 – May 02, 2024

Scheduler

Huntington Beach, CA

**TaskUs Inc.**

June 01, 2021 – November 13, 2023

Content Moderator

Cubao, Quezon City

**Quantrics Enterprise**

Febuary 18, 2019 – August 23, 2020

Tech Support Representative

San Mateo , Rizal

**Destinations of the World**

May 02, 2018 – October 25, 2018

Data Entry Analyst

Mandaluyong City

**Quantrics Enterprise**

May 03, 2017 – December 19, 2017

Trio Care Representative

Taytay , Rizal

**CONVERGYS (General Motors)**

October 2010 – July 2011

Customer Service Representative

Commonwealth Ave., Quezon City

**TELEPERFORMANCE (AT&T POSTPAID)**

February 2010 – September 2010

Customer Service Representative

San Miguel Ave. Ortigas Center, Pasig City

**NON-BPO INDUSTRY:**

**SHOPWISE**

July 2008 – Oct. 2008

Cashier

Araneta Center Cubao, Quezon City

**MINISTOP**

July 2006 – Dec. 2006

Cashier

Blumentritt, Espana

**NY FRIES AND DIPS**

Sept. 2005 – Feb. 2006

Cashier

Gateway Mall Cubao, Quezon City

**SHAKEY’S**

Oct. 2001 – April 2002

Food server/Cashier

Tutuban Mall, Divisoria

**SEMINARS AND TRAININGS:**

Call Center Training:

ACCESS INC.

Delos Reyes St. Sampaloc, Manila

July 08, 2009 – Aug. 07, 2009

**EDUCATION:**

**Tertiary**

Eulogio “Amang” Rodriguez Institute of Science &Tehnology

Nagtahan, Manila

Bachelor of Science Major in Hotel & Restaurant Management

2years undergraduate

2001 – 2003

**Primary and Secondary**

Manuel Luis Quezon University

Quiapo, Manila

1991 – 2001

**CHARACTER REFERENCE:**

**Sam McGavin**

Scheduler Manager

Careworks Health Care Services

 sam.mcgavin@homehealthoc.com

**Faith Jane Pagteilan**

Law student

Arellano University

09158520557

**Nova Bernisse Boquiren**

Customer Service Representative

United Health Group

09321270889

I hereby certify that the above information is true and correct to the best of my knowledge and ability.

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Jen~~i~~fer Estuaria Bandola