

PROJECT MANAGER VΔ FREELANCER





67A Atis St. Juliville Subd. Brgy. Tigatto, Buhangin, Davao City



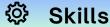
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Project Management Communication skills Leadership Experience Computer skills **Customer Service Skills**

Online

Portfolio https://juang.my.canva.site/

Linkedin linkedin.com/in/jfgevero

CV https://tinyurl.com/3jhuhas9



About Me

Adept in Microsoft Office, G Suites, CRM and Project Management Tools. Editing Skills (Video, Image) and Graphic Designing. Content Writing. Well versed in eCommerce, Marketing Research, Telecommunication, Healthcare. A chat and email support, medical biller, customer account executive, technical support, catalog specialist, project specialist, multichannel manager, project manager. WPM 55-60. A decade in BPO industry and 7 years as a freelancer.



🗪 Education

Bachelor's Degree in Communication

2018 - 2021

Ateneo De Davao University

Certification in Finishing Course for Call **Center / English Proficiency Certificate** 2007

Joji Ilagan Bian E-Academy (JIB)

Work Experience

Dynata PH May 9, 2022 - Present

Project Manager

Project Management. Manages the project by overseeing the performance and result towards the end. Adjust based on what clients need.

Communication. Communicates to the client directly as well as communicator between the sales and the client.

Sunkenstone

May 1, 2018 - July 11, 2022

Multi-Channel Manager (eBay) and Catalog

Associate (Amazon) eCommerce

Account manager (eBay). Manages accounts in eBay, overseeing listing, customer service, review, performance, sales. Provide a report and feedback to the CEO.

Focusinc Group Corp. June 9, 2015 - August 15, 2017

Medical Biller and Project Specialist

Team Management. Manages a group of VA's for their performance, attendance, improvement, quality, coaching, goal, plans and career advancement. It also includes their work for the day.

Reports/Admin Tasks. Reports to the manager, provide eod reports, coaching logs, feedbacks etc.