



MELINDA GALINADA

Customer Support

Sales Associate

Loans Documentation Assistance

Online English Teacher

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📍 1081 Bolante 1 Pinagbuhatan
Pasig City

EDUCATION

Bachelor of Business- Marketing

Rizal Technological University
2009 - 2013

Secondary Education

La Immaculada Concepcion School
2005 - 2009

EXPERTISE

Sales

Cold Calling

Loans Documentation

Online Teaching

LANGUAGE

English

ABOUT ME

To make full use of my capabilities and skills. To satisfy you if ever I'll be a part of this job. To also prove that I have much learned in my existence and also to pursue myself in early working for additional experiences that I might use as I enter the field of employment. Flexible, can extend work beyond the job description given as needed. An extra miler can exert extra effort to do the job well done. Have a great passion for continuous learning and improvement.

WORK EXPERIENCE

○ Aug 2022- Feb. 2023

Dforce Inc. | 30th flr. Cyberscape Gamma Ortigas

Center Pasig City

Sales Associate

Cold calling leads to further explain about a certain program that will help their business to be on the Google's front page and for them to gain more customers.

○ April 2019 - March 2022

Epost Educenter | 20th flr. Strata 2000 Ortigas Center

Pasig City

ESL Instructor

Conducting English classes for Korean students.

○ October 2020 - May 2022

ClasingELTS

Remote Online English Teacher

Conducting English classes for Spanish students.

August 2018 - Feb. 2019
HiTutor Inc. | 1605 Emerald Ave, San Antonio,
Pasig, Metro Manila

ESL Instructor

Conducting English classes for Taiwanese students.

Jan 2016 - Feb 2018
51Talk Phils. | 18th Floor Wynsum Corporate Plaza, 22
Emerald Ave. Ortigas Center

ESL Instructor

Conducting English classes for Chinese students.

Sept 2013- Jan. 2014
Property Company of Friends Inc. | Profriends Center
55 Tiño St. Mandaluyong City

Loans Documentation Assistant

Processing buyer's documents for home loan, monitoring documents submitted by buyers, updating the system regarding the documents submitted and lacking documents of buyers, call out buyers regarding lacking documents to be submitted.

May 2017 - August 2017

Concentrix
Hanston Square Bldg. 17 San Miguel Ave, San
Antonio, Pasig, 1605 Metro Manila

Travel Associate

Booking and Cancelling of domestic flights within the USA,
Canada and Mexico. And dividing tickets for the customers

Nov 2014- Dec 2015
NVoim Phils. | Unit 905 West Tower, Philippine
Stock Exchange Bldg, Ortigas Center, Pasig City

ESL Instructor

Conducting English classes for Korean students.

REFERENCES

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