

MYCO S. EVANGELISTA

Contact No: 0955-608-8775

Email: evangelistamyco@gmail.com | mycoliciousz_09@yahoo.com



OBJECTIVE: To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people. And also experience a job who enjoys and challenge seeking opportunity to learn and improve skills.

SKILLS

- Fluency and excellence in the command of the **English language, both written and spoken.**
- Proficient in **Microsoft Office (Word, PowerPoint, Excel, etc.)**
- Advanced skills in **communication and email tools (Zoom, MS Teams, Skype)**
- Proficient in **Gsuite** and related tools (**Google Sheets, Gmail, Drive, Google Meet, Google Calendar**)
- Working knowledge in **CRM tool (Zoho)**

WORK EXPERIENCE

BLOOM LOCAL FLOWER SHOP: Feb 2022 – Jan 2023

Remote (United Kingdom)

Relay Representative

- Acted as a key point of contact between the florist and customers, ensuring clear and effective communication
- Coordinated customer's order to the nearest florist within their area

ALLEGRO MICROSYSTEMS PHILS : Jul 2014 – Aug 2019

Sunvalley, Parañaque City

Production Operator

- Operated various types of machinery and equipment used in the production process, ensuring they function efficiently and correctly
- Kept accurate records of production output, machine performance, and any issues encountered during the production process
- Monitored the quality of products being produced, conducting regular checks to ensure they meet specified standards and guidelines

SM LIFESTYLE ENTERTAINMENT INC : Oct 2013 – Feb 2014

SM Sucat, Parañaque City

Ticket Seller

- Provided excellent customer service, assisting customers with their ticket purchases and answering any questions they may have
- Handled sales transactions efficiently, including cash, credit card, and digital payment processing
- Issued tickets to customers for events, transportation, or attractions, ensuring the accuracy of the tickets sold

MDS Call Solutions Inc : Feb 2013 – Aug 2013

P. Domingo St. Makati City

Customer Service Representative

- Assisted customers with placing, modifying, and canceling orders via call and text message
- Addressed and resolved customer complaints and issues, such as late deliveries, incorrect orders, or food quality concerns.

JNC INDUSTRIAL SALES : Apr 2011 – Dec 2012

Barangay Marcelo, Parañaque City

Admin Staff

- Input and updated data in databases and spreadsheets, ensuring information is current and accurate.
- Maintained accurate and organized records, including filing systems
- Maintained the organization and smooth operation of the office, including managing supplies, equipment, and workspace
- Created purchase requests and purchase orders

KENTUCKY FRIED CHICKEN (KFC) : May 2010 – June 2011

Rotonda, Pasay City

Restaurant Team Member

- Provided friendly, efficient, and attentive service to customers, ensuring a positive dining or service experience
- Accurately took customer orders, either at the counter, drive-thru, and ensure special requests are noted
- Processed customer payments, handle cash and credit transactions, and provide accurate change

EDUCATIONAL BACKGROUND

Tertiary	:	Asian Institute of Computer Studies (Bicutan)	:	2011-2012
		Computer Science (2yrs. Grad. Vocational)		

