**Bernard Joseph Vertucio Mendoza**

207 Canton Street, Brookside Hills Subdivision

Cainta, Rizal 1900

Mobile Number: 0916-353-5889; 0921-642-1051

Email Address: [jbv\_mendoza@yahoo.com](mailto:jbv_mendoza@yahoo.com)

**Career Qualification**

Technical Support, Basic PC Repair and Maintenance

Customer Service, Collections, Sales

General Office Skills, Ms. Office (Word, Excel, PowerPoint, Outlook)

**Professional Experience:**

**January 19, 2015 – June 22, 2015 :** CSR **AIG Shared Services Inc.**

-Claims Intake (First Notice of Loss Information)

**January 28, 2013 – July 4, 2013:** Collections Officer. **Glofinx Commercial Services Inc.**

-Accounts: **Indah Water Konsortium**, **U-Mobile, BDO**

**June 9, 2009 – September 10, 2009**: Technical Support Agent **Synnex-Concentrix**

- Account: **Dish Network**

-Did Level 1 Troubleshooting, Schedule appointment for Technician Visit, Order of PPV, Billing.

**May 28, 2007 - September 3, 2007**: Proofreader       **Asiatype Incorporated**

- Analysis of documents, proofreading and carrying out of text corrections according to job specifications and standards.

**June 1, 2006 – February 5, 2007:** Office Collector **Sobredilla Caringal & Asso. Law Office**

-Account: **Metrobank** **Card**, **Digitel**

-Contact cardholders with delinquent accounts, initiate appropriate action, meet assigned portfolio, account reconciliation, and maintain accurate record and documentation.

**May 28, 2003 – February 20, 2004:** Support Staff **Keegan Myers Incorporated**

-Assist mall exhibitors during ingress/egress.

**February 19, 2001 - June 18, 2001:** Factory Worker                **T.A. Philippines Incorporated**

-Manufacture and rewind packaging tapes.

**October 27, 1999 - January 2, 2001**: Management Trainee        **Destiny Wholesale Incorporated**

- Did sales of local and foreign items (educational materials, tools etc.)

**Education**

(2003 - 2007) Bachelor of Arts Major in Psychology

(1997 - 1999) Electronic and Computer Technician

**References**

Maria Ellen C. Doroja   John Paul Alberto

Project Manager  Team Leader

Asiatype Incorporated Synnex-Concentrix

Suite 114 Columbia Tower Ortigas Avenue 5F Technoplaza One Building, Orchard Rd.

Greenhills, Mandaluyong City Eastwood, Libis, Quezon City

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Atty. Marietta L. Sobredilla            Ma. Cecilia R. Villegas

Sobredilla Caringal & Asso. Law Office Instructor

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