

Mary Joy Ebuña

To gain more knowledge and enhanced my skills through experiencing various type of work.

Cebu City 6000

maryjoyebuna4_9zi@indeedemail.com

+63 951 039 7580

Personal Details

Citizenship: Filipino

Work Experience

Operation Staff - Dispatcher

Wuhan Fiberhome Int'l. Tech Phils. Inc - Cebu City

March 2021 to Present

- Getting reports and updates regarding the installation of Internet services to the subscribers from technicians.
- Microsoft excel skills are enhanced.
- Work under pressure

On the Job Trainee

Wuhan Fiberhome International Technologies Phils - Cebu City

June 2019 to July 2019

1. Assigned as Operation Staff.
2. Helps in calling or updating subscribers regarding the installation of FOC.
3. Assigned to dispatched team and helps updating the new schedule of FOC installation to subscribers.
4. Trained on how to check if there is a connection in a fiber optic cable.
5. Attend lectures about Safety Management, Fiber to the Home connections and importance of the company role.

Education

Bachelor's in Electronics Engineering

Surigao State College of Technology - Surigao City

2015 to 2020

Skills

- Sound Knowledge of basic operating systems like Microsoft Excel, Word and Powerpoint.
- Recording data and information into organized spreadsheet.
- Good Oral and Written Communication Skills.

- Able to work under pressure and can do multitasking.
- Knowledge in telecommunication internet services.
- Photography
- Has experiences in project and event management for academic organizations (as an officer of Junior Institute of Electronics Engineering of the Philippines
- Video Editing (Less than 1 year)
- Organized End of Day reports (Less than 1 year)

Additional Information

Working at Fiberhome Phils., Inc as one of the Operation Staffs.