



DANE ARRAH CANDELARIO

APPLICANT

Profile

Highly organized and proactive professional with 5 years of experience in customer service and administrative support. Proficient in MS Office, basic graphic design using Canva. Eager to leverage strong organizational skills and attention to detail to provide comprehensive virtual assistance and support to clients, contributing to their business growth.



Work Experience

2025

Infosys BPM

Senior Process Executive/ Customer Service Representative

- Delivered efficient and empathetic customer service for a financial account
- Resolved client concerns while maintaining quality and compliance standards
- Handled customer inquiries with professionalism and accuracy

2024

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2025

LGIS

Sales Development Representative

- Contacted U.S. property owners to assist with property tax reduction
- Handled high call volume, qualified leads, and recorded client data
- Provided clear information and scheduled follow-ups

2021

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2024

C&C Business Process Outsourcing

Sales Representative

- Handled a high volume of customer interactions, consistently providing timely and accurate information and support.
- Managed and updated client information accurately, ensuring efficient record-keeping and follow-up.

2018


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2021

Wizard Manpower and Allied Services

Service Crew- Cashier

- Processed payments and orders at a busy fast-food counter
- Maintained cleanliness, food safety standards, and customer satisfaction
- Assisted in product preparation and team coordination

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 Apopong, General Santos City, 9500

Education

Bachelor of Science in Information Technology

Goldenstate College

2018-2023

Senior High School

New Society National High School

2016-2018

Expertise

Excellent Customer Service

Data Entry & Management

Schedule Management

Problem Solving

Attention to Detail

Language

English

Tagalog



Reference

May Amor Cabanit

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Jissa Calo-oy

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