Jianne Althea L. Germudo

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# Professional Summary

* I am a hardworking person, Multi-task Oriented, with focus when it comes to work. I'm flexible and knows how to deal with different kinds of personalities. I am very good in following instructions and willing to be trained. I am a person with varied interests in life. I love helping those who are in need.

# Education

* Bachelor of Science: Mass Communication, 2015
* Silliman University – Dumaguete City, Negros Oriental, Philippines

# Skills & Abilities

* Data collection
* Documentation
* Internet research
* Typing
* Multi-task Management
* Customer service
* Letters and memos
* Report transcription
* Spreadsheets

# Experience

## CSR | Convergy’s |

* Sprint account

## Billing

* Checking and adjusting claims.