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SUMMARY

Highly motivated professional aiming to start a career in I.T. Efficient, driven, highly trainable and adapts to changes easily.

WORK EXPERIENCE

Sykes Asia, Inc. | Makati City

<u>Licensed Financial Service Associate (Riversource | July 2016-present)</u> Responsible for handling calls regarding inquiries and transactions (i.e. withdrawal) for Riversource, a US-based investment firm.

- FINRA Series 6 and Series 63 Licensed
- Consistently achieves high performance results
- Achieves tangible client satisfaction via commendations

Financial Service Associate (cWeb | July 2015-June 2016)
Responsible for handling calls from US clients for a financial account, addressing various client needs on the website.

- Consistently received client commendations
- Worked closely with the team leader to ensure achieving the team's goals and objectives

Freelance Editor (January 2015 - May 2015)

Edits thesis for students

Multimedia Exponents, Inc. | Makati City (July 2013 – October 2014) Account Executive

Responsible for strategizing, creating fitting event concepts and onground activations for varying clients' needs and closing deals.

- Consistently closed successful deals with top clients including Unilever and J&J.
- Ensured successful implementation of project concepts and activities

EDUCATION

BA Broadcast Communication, Cum Laude (2013) University of the Philippines – Diliman

Quezon National High School (2009) 2nd Honorable Mention

Certificates and Trainings

Japan Language
Proficiency Test
(JLPT) N4 Certificate
Holder || December
2017

American Institute for English Proficiency (AIEPro) Certificate of Completion

Makati City |September 2015 Creative Writing and Intensive Grammar Course

SKILLS & FRAMEWORKS

HTML
CSS
Bootstrap
Javascript
PHP
Laravel
MySQL

LANGUAGE SKILLS

Tagalog (Native) English (Fluent) Japanese (Elementary) Korean (Basic)