

Mary Sharmel M. Guintu

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📍 #331 San Francisco Macabebe, pampanga

📅 19th October 1992

🏳️ Filipino

🆔 P41054770

EDUCATION

Pampanga Colleges,
4 years graduate

July 2016 – April 2020

Pampanga, Phillipines

Department of Secondary Education

LANGUAGES

English
NC2



CERTIFICATES

TELETECH AWARDS

BEST EMPLOYEE

MOST PUNCTUAL

MOST IMPROVED

ACADEMIC AWARDS

TOP 1 in Practice teaching

Top 8 Most Outstanding

REFERENCES

Julien Kabiling, Teletech,
Operation Manager
julienkabiling@gmail.com,
09354671084

Jayson V. Reyes, Teletech,
Senior Operation Manager
Reyes11viray@yahoo.com,
09550987730

PROFESSIONAL EXPERIENCE

TELETECH, Business Process Outsourcing

February 2021 – June 2023 | SAN FERNANDO, PHILLIPINES
Team Leader

CYNET VIRTUAL ASSISTANT, Business Process Outsourcing

September 2020 – January 2022 | APALIT, PHILLIPINES
Customer Service Representative (Health Insurance)

Jollibee Corporation, Clean Edge Manpower Agency

July 2016 – December 2020 | Macabebe, Phillipines
Team Leader

Administrator, Austrian Polyclinic and Diagnostic Center

June 2020 – August 2020 | Apalit, Phillipines
Paper works and payroll settler.

Financial Management, Purchaser, Trainer, Bungay Drugstore

November 2011 – July 2016 | Macabebe, Phillipines
Head of the company who handling 10 employee's

Cashier, Drugs and More Pharmacy

August 2009 – September 2011 | Macabebe, Phillipines

Sales Clerk, Mandap Drugstore

April 2009 – July 2009 | Macabebe, Phillipines

SKILLS

Outstanding communication skills

learning proficiency

Problem solving and troubleshooting

Active Listener

Computer skills

multitasking

Genuine Emphathy



DECLARATION

Mary Sharmel M. Guintu
