

NATALIE V. RESMA

Dr. 5 Lim's Apartment Sto. Nino Community
Kinasang-an Pardo Cebu City, 6000
Mobile #: 0933-391 4448
E-mail ad: natalie_resma@yahoo.com

EDUCATION

CEBU INSTITUTE OF TECHNOLOGY

March, 1994

Bachelor of Science in Commerce

UNIVERSITY OF SAN CARLOS-GIRL'S HIGH

March, 1989

Secondary School

P. Del Rosario Ext., Cebu City

UNIVERSITY OF SAN CARLOS-GIRL'S HIGH

March, 1985

Elementary School

P. Del Rosario Ext., Cebu City

SPECIAL TRAININGS

Executive Secretarial

JOJI ILAGAN CAREER CENTRE

Adela Bldg. Gen. Maxillom Ave., Cebu City

Caregiver

MBL DEVELOPMENT CENTER

2nd flr. Albulario Bldg.,

Gen. Maxillom Avenue, Cebu City

PERSONAL DATA

Date of Birth: December 31, 1971
Civil Status: Married
Religion: Roman Catholic
Height: 5'1" Weight: 120 lbs.

Place of Birth: Cebu City
Sex: Female

WORK EXPERIENCE

TELEPERFORMANCE CEBU
Customer Service Representative
Insular Building, Ayala Business Center
Archbishop Reyes Ave. and Mindanao Street
Cebu City, 6000
Philippines

April 30, 2013 – Jan. 25, 2014

VECTOR BPO
Sales Associate
N. Escario St., Cebu City

Jan. 23, 2012 – Jan. 25, 2013

CONVERGY'S PHILIPPINES
Billing Specialist
Banawa Estate, Banawa
Cebu City, 6000
Philippines

Aug. 09, 2010 – Jan. 15, 2012

WIPRO BPO, PHILIPPINES
Billing Advisor
Lot 7 cor. Archbishop Reyes Ave.
And Mindanao Street
Cebu City, 6000
Philippines

Jan. 07, 2008 - July 30, 2010

ETECARE GLOBAL SOLUTIONS
Customer Service Representative Level 2
7th flr. i2 Bldg. Jose Maria Del Mar Avenue
Asiatown IT Park
Lahug, Cebu City

Nov. 12, 2006 - Dec. 30, 2007

PEOPLESUPPORT
Sales Representative/
Customer Service Representative
Unit 6,e Office One
Asiatown IT Park
Lahug, Cebu City

Jan. 10,2004- Oct. 30,2006

ORDONEZ MEDICAL CLINIC
Medical Secretary/Bookkeeper
Diez Bldg., Ranudo cor F. Ramos St.
Cebu City

Oct. 20,2002- Oct. 5, 2004

ANG'S TUTORIAL CENTER
Part time Tutor
D. Jakosalem St., Cebu City

Oct. 1,2002 – May,2005

ASE TAIWAN
OFW/Office Personnel
Nantze District
Kaohsiung Taiwan ROC

June 24,1998 – Aug. 27,2002

ALAGC-WACKY GARMENTS INC.
Junior Bookkeeper
Nasipit Cabancalan, Banilad
Cebu City

April 16,1995 – May 15, 1998

CEBUANO MOTORS INC.
External Accounting Clerk/Payroll Clerk
A.S. Fortuna St., Banilad Cebu City

April 5,1994 – April 15,1995

REFERENCES

MISS. ROJHELYN BALAT
Team Supervisor/SPRINT
Etelecare Global Solutions
7th flr. i2 Bldg. Jose Maria Del Mar Ave.
Asiatown IT Park
Lahug, Cebu City

MR.PETER MARBE PALARION
Team Supervisor
VECTOR BPO
Sales Associate
N. Escario St., Cebu City

MR.ANDRERW MILLA
Team Supervisor/ EXPEDIA
PEOPLESUPPORT
Unit 6,e Office One
Asiatown IT Park
Lahug, Cebu City