**Robilyn Borer- Alo** 

09086671555/09770048382

1088B Rodriguez st. Barangay Bangkal

Makati City

**Objective:**

To work in a full-time job and be an additional help in the workplace.

**Educational Background:**

Camarin High School Graduate S.Y 2013-2014   
  
Seminar Attended: Career Workshop in Davao City, Philippines (Self Reliance Services) February 12, 2019

**Work Experiences and others:**

**IOPEX Technologies Philippines, Inc.** (Taguig City) July 1, 2021 to September 3, 2021 -Appointment setter  
 **Sykes Asia Inc.** (Mandaluyong City) August 3,2020- March 31, 2021 (8 months) Customer Solutions

- Offering flexible payment arrangements to clients.

- Answering inquiries and trying to deescalate the situation first before

transferring to team lead after all efforts have already been exhausted.

- Empathizing and willing to help in customers' situations.

**IJC Builders Design and Build** April 22, 2019- March 14, 2020 (11 months) Admin Staff (Bambang, Pasig City)

-Handling workers' attendances, memos and printing perspectives.

-Assisting the architect by engaging in secretarial duties.

-Travels within NCR to do tasks and finish it on designated time

**2WTrade (Dostavim Philippines Inc.)**

Quality Assurance, Team Leader, Customer Sales Representative November 15, 2016- June 30, 2017 (7 ½ months) (Summit One Tower, Mandaluyong City)

- Have been trained to show diligence in the workplace

by placing orders through the system,

taking and making calls to contact customers,

training new employees, managing the system of queues,

using Microsoft Word and Excel to report the progress of the team.

Promoted twice (team leader and QA for local account)

\*Other Jobs (previous, part-time)

-Laundry Attendant, Store Assistant, Housekeeper

**Laundry employee and counter attendant (TheWashery)** December 2015- August 2016 (8 months) December 2015- August 2016 (8 months)

-Assigned in Laundry, Dry cleaning, and pressing of clothes

-Frequently assigned in UP Town Center as a substitute counter attendant

-Dealt with customers complaints and tried to fix problems

-Developed good communication skills with foreign customers

**Family Housekeeper (Christine Royale Subdivision, Pasig City)** May 2014- May 2015 (12 months) Organizing and maintaining the cleanliness of the house.

Finishing tasks at designated time and doing it with integrity

**Non-Profit Organization:** Full-time Volunteer (Sister Missionary) **July 2017- February 2019 (18 months)** The Church of Jesus Christ of Latter-day Saints

Philippines Davao Mission (Davao City and Kidapawan City)

**Skills:**

- Specializes in having conversation with people, contacting people, training new missionaries, practicing good habits and demonstrating the love of God through inviting them to live the gospel inspired by Christ.

**Accomplishments:**

- Finished the 18 months of full-time missionary Service (Returned with Honor)

- Had a graceful exit at 2WTrade (Dostavim Phils. Inc.)

- Got the clearance and COE in Sykes just recently.

-Built friendships with co workmates and co-missionaries

**References:**

Rebekah Anne Labaco 09152674108

Angelica Ramilo 09366240867

Vanessa Vicira 09972892989

Arch. Airene Jerez 09175124267

Additional references are available upon request.