



# Margus Odette H. Alovera

FRESH GRADUATE

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## PROFILE

A fresh graduate seeking a job opportunity in your company, that can provide knowledge and opportunity to advance my career and culture my skills in communication, problem solving, and improving my skills in the field of BPO Industry.

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

## EDUCATION HISTORY

### Secondary

Year 2016 - 2020

### POLO NATIONAL HIGH SCHOOL

- A Consistent Honor Student from 7th Grade and 10th Grade

### STEM-TECHNOLOGY SENIOR HIGH SCHOOL

Year 2020 - 2022

### ADAMSON UNIVERSITY

- Grade 11 (With Honor Student),
- Grade 12 (With High Honor Student)
- President of the STEM-TECHNOLOGY STRAND (AdU-SHS Supreme Student Government)

### BOOTCAMP: KODEGO

Year 2022 - 2023

- Full-Stack Web Development (Part-Time)
- REACT JS, LARAVEL, JAVASCRIPT and CSS (Bootstrap)

## SKILLS

### ORGANIZATIONAL

- Attention to detail and organization, I am capable on achieving the desired outcome of any tasks. I am also a detail-oriented person

### COMMUNICATION

- I have the skills on communicating with clients, and easy to approach with. Patience to talk to them, and calm voice with compassion to help them.
- English communication is one of my medium.

### TIME MANAGEMENT

- Have the ability on organizing my tasks and compromising my time in every situation.

### NETWORKING

- I have the skills in networking, in my positive voice and social skills especially in introducing the products to the clients

### TEAMWORK

- I am a team player, knows how to cooperate with and supporting others

### FLEXIBILITY

- I have ability to carry out a variety of tasks, work in different place according to the company and relocate everytime.

### ANALITICAL ABILITY

- I able to pick out the key issues from large amount of information.

### CRITICAL THINKING

- I able to observe, analyze, inference and communicate with clients before helping or doing a thing.

## REFERENCES

Claire Danes C. Mullet  
Account Manager/Accountant  
SGS Asia Pacific Manila Co.  
09985613458

Shieriz A. Cleto  
Channels Manager  
LS System Inc. Phil.  
09178174296