JEIRAMAE LEJERA BRIMBUELA

- jeirabrimbuela@gmail.com
- 09924018061
- Place 5 Brgy Fatima 3 Dasmariñas Cavite
- f Jeira Brimbuela

Jeiramae Lejera Brimbuela Blk.57 Lot 3 phase 5 Brgy Fatima 3 Dasmariñas Cavite 09924018061 jeirabrimbuela@gmail.com

I want to express my interest about the said position that your company is looking for. I know that I'm fit and qualified for this position because of my experiences on the same field. Such us:

- -Cold Calling
- Making Follow up Calls
- -Appointment Setting
- -Email Administration
- -Admin Duties

I've been performing duties for the business for quite some time, and I also manage various calling and administrative tasks, with a focus on technical, engineering, health insurance, coaching, and sales campaigns.

As one of my previous company's Point of Contact for Calling campaigns so I know how to handle various kind of process, tasks, goals and concerns. I'm also the one whose in charge to speak with the client during onboarding process that's why I do have a lot of knowledge about different kind of CRM.

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- **f** Jeira Brimbuela



EXPERIENCE

September 21,2019 -October 21,2021 Service Crew

McDonald's Service Crew

Cashier

Drive Thru Core group

McDonald's Delivery representative

Drink drawer

Fries

Production

October 21, 2021 - February 26,2022

Customer service representative

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Placing the Order

Cancellation

Returns Refund Payments

Billing

June 27,2022 -November 8,2022 Customer service representative

Concentrix

Cancellation Returns

Refund

Appeals

May 15,2023 - March 22,2024

· Cross Campaign Agent

Archers Contact Solutions

Cold Calling

- Making Follow up Calls
- -Appointment Setting
- -Email Administration
- -Admin Duties

I've been performing duties for the business for quite some time, and I also manage various calling and administrative tasks, with a focus on technical, engineering, health

EDUCATION

2018-2020

Information Technology

Southern Luzon College AMA Cavite

Graduate

2014-2018

• Grade 10 Completers

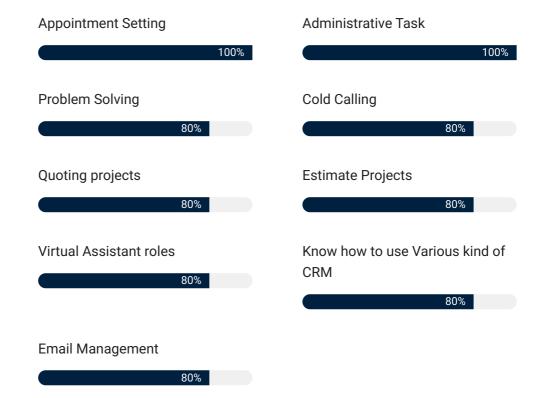
Dasmariñas Integrated High School

2008-2014

• San Nicolas Elementary School

Grade 6

SKILLS



PERSONAL DETAILS

• Date of Birth : 24/03/2002

Marital Status

Nationality : Filipino

• Religion : Roman Catholic

• Gender : Female

Place : Dasmariñas Cavite

REFERENCE

• Jodian Thompson - AB Contracting LLC

Executive Assistant

JThompson@gmail.com +1 973 991 8982