

JEIRAMAE LEJERA BRIMBUELA

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☎ 09924018061

📍 Blk.57 Lot 3 phase 5 Brgy Fatima 3 Dasmariñas Cavite

📘 Jeira Brimbuela

Jeiramae Lejera Brimbuela

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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 as:

- 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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CONTACT

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Dasmariñas Cavite

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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**
Iqor
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

insurance, coaching, and sales campaigns.

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

Appointment Setting



Administrative Task



Problem Solving



Cold Calling



Quoting projects



Estimate Projects



Virtual Assistant roles



Know how to use Various kind of CRM



Email Management



PERSONAL DETAILS

- Date of Birth : 24/03/2002
- Marital Status : Single
- Nationality : Filipino
- Religion : Roman Catholic
- Gender : Female
- Place : Dasmariñas Cavite

REFERENCE

- **Jodian Thompson - AB Contracting LLC**
Executive Assistant

JThompson@gmail.com

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