

DEC RACHELLE WENCESLAO

CONTACT DETAILS

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DESCRIPTION

I'm currently residing in Quezon City and I am looking for a part-time job. I am available 6 pm onwards during weekdays and the entire day on weekends.

I am a customer service oriented person and a fast learner. I can adapt and be flexible in any area or field I get in. I can work with minimal supervision and very responsible. I hope to get an opportunity to work with your company.

WORK EXPERIENCE

Green Leaf Kitchen, Davao City

June 2017 – December 2017

Service Crew

- Greets customers and asks for their orders.
- Prepares food and drinks according to customers' order and request.
- Provides excellent customer service and assistance.
- Makes sure everything is tidy and the customer is comfortable.

Pasha Turkish Restaurant, Makati

January - February 2018

On-call Server / Waiter

- Serve customers with their orders and ask for any additional order.
- Helps prepare food and drinks for the customers.
- Greets customers with a smile and help them in taking their orders.

OTHER WORK EXPERIENCE

BPO and Freelancing

2010 - 2016

Call center agent, Encoder

- Handled 50+ customer interactions per day, giving detailed, personalized, friendly, and polite service to ensure customer retention.
- Familiarized all company products and services to be able to answer all customer questions quickly and efficiently, and make relevant upsells.

EDUCATION

Bachelor of Theology

Halls of Life Bible College - 2010

Undergraduate - 2nd-year level