

# Maria Lourdes Jarden

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Purok Guyabano, Candulawan, Talisay, Cebu



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## CAREER OBJECTIVE

I want to excel in this field with hard work, perseverance, and dedication. I want a career where I can use my skills and knowledge for organizational and personal growth. I am seeking a company where I can use my experience and education to help the company meet and surpass its goals.

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## WORK HISTORY

### Foundever

Feb. 2024 - June 2024

#### Inbound/outbound customer service representative Telco Account

- Taking calls from customers and answer questions in regards with there mobile account plan
- Assist customers over the phone thru self service options
- Process payments in there bill
- Do outbound calls esp. when call drops
- Discuss and educate customers of account related information
- Process billing/payments and discuss billing details

### ResultsCX Mactan | Lapu-Lapu City, Cebu Customer Service Representative

August 4, 2023 - December 30, 2023

- Taking calls from customers of United States of America
- Answering/assisting them in there concerns in regards with their insurance (prescription drug plans.)
- Process there orders over the phone to place an order of there medication and pick it up by customer at retail store nearest there service adress
- Processing mail order medication
- Processing payments of there bill as well as provide/discuss billing details.

### Lear Automotive Services Philippine Branch | Mepz 1, Lapu-Lapu City, Cebu

December 9, 2019 - June 30, 2022

#### In Process / Machine Operator

- Operates machine for wire hireness of the automotive.
- Assigned at in process operations of wires and cables in automotive.
- Performs taping on wires after soldering.
- Obtain hourly output on soldering wire base on client's request.

### Gintech Energy Corporation | Hsinchu, Miaoli, Taiwan

November 8, 2016 - September 25, 2018

#### Factory Worker

- Operates machine on electrical testing of solar panels.
- Obtain hourly output.
- Check visual inspections 100% on output.

**Alta Vista Golf & Country Club | Aznar Rd., Poblacion, Pardo,  
Cebu City**

**August 02, 2010 - August 5, 2012**

**Cashier / Store Assistant**

- On call cashier at the tee house golf course.
- Serves/assists members on there orders in tee houses.
- Perform cashiering and reporting of sales.
- Do inventory checks of stocks at stockrooms.

**Lear Automotive Services Philippine Branch | Mepz 1, Lapu-Lapu  
City, Cebu**

**March 25, 2003 - December 10, 2009**

**Machine Operator**

- Builds manually of wire harness of automotive cars.
- Perform 100 percent inspection on visual and dimensional of wire harness before proceeding to quality inspection.
- Assigned as line inspector of finished wire harness for cars/automotive

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## HIGHEST EDUCATIONAL ATTAINMENT

**Basak National High School**

*High School Graduate*

1996 - 2000

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## REFERENCES

**John Edmar Igot**

*ResultsCX Supervisor*

edmarmailbox@gmail.com

09777842522

**Marinielle Maningas**

*Production Supervisor*

ResultsCX Mactan Newtown

09757027882

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*I HEREBY CERTIFY that the information provided in this form is complete, true and correct to the best of my knowledge.*

**MARIA LOURDES JARDEN**

Applicant's Signature

