



FARAH MELANIE ONCINES

Cogon Poblacion Liloan Cebu

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CAREER OBJECTIVE

- Seeking the good opportunity to the company that my skills and quality of my job will be fit and can contribute more beneficial through the need of the company.

SUMMARY QUALIFICATION

- Dynamic and goal oriented with strong organizational, analytical and interpersonal skills. Having enough experience in providing good quality assistance to customers and varied levels organization, able to manage multi task in pressured environment with minimum supervision and equipped with persevering nature and strong drive for improvement.

Strengths

- Proactive and Flexible.
- Sense of Responsibility.
- Energetic and Team Player

Additional Skills

- Encoding Proficiency
- Microsoft Office Application: Word and Excel
- Excellent in Public Relation
- Fluent in English

WORKING EXPERIENCE

WCM PH DIGITAL

- Talent
- Content Creator
- Video Editor
- MedTec Appointment Setter
- Cold Caller (AU client) 1 year

Concentrix

-Customer Service Representative (3 months)

PERSONAL DATA

Age : 18 years old
Date of Birth : May 21,2024
Place of Birth: Mandaue City,Cebu
Gender : Female
Civil Status : Single
Religion : Roman Catholic
Nationality : Filipino

EDUCATIONAL

Senior High School : Arcelo Memorial National High School
San Vicente Liloan Cebu
2022-2024

High School : Arcelo Memorial National High School
San Vicente Liloan Cebu
2021-2022

Elementary : Liloan Central Elementary School
Liloan Cebu
2017-2018

CHARACTER REFERECES

-Princess Caroline Soriano

- Owner and Founder of WCM PH DIGITAL
- General Trias,Imus,Cavite
- 09637129889

-Christine Bugtong

- Team Leader
- bugtong@google.com

