

ALEAH LIE MINGUITO

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SUMMARY

Hi! I am Aleah Lie Minguito, a 22-year-old residing in San Isidro, Talisay City, Cebu. I am the eldest among my siblings. I describe myself as a High achiever. I tend to do my responsibilities to the best of my abilities. I am passionate and hardworking, have a strong communication skills, and being a computer illiterate is one of my strengths in applying in this industry.

WORK EXPERIENCE

Customer Service Resrepresentative

Aug 2022 - May 2024

- I worked as a customer service representative at JP Morgan Chase Bank. Every shift, I got to handle almost 100 call. Answer questions about financial and bank accounts. Conversing with my clients developed my critical thinking and solving real-time problems.
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EDUCATION

ELEMENTARY

2018 - 2015

- Tungkop Elementary School
Tungkop, Minglanilla, Cebu
- Awarded With Honors

HIGH SCHOOL

2015 - 2018

- Mary Help Of Christians School
Km.17 Tunghaan, Minglanilla, Cebu
- Awarded Constant in Attendance

SENIOR HIGH SCHOOL

2019 - 2021

- Immaculate Heart Of Mary Academy
Poblacion Ward II, Minglanilla, Cebu
- Awarded With Honors
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KEY SKILLS

- Organizational and time management skills.
- Corporate communications.
- Active listening
- Problem solving.
- Customer service.
- Attention to details.
- Fluent in English