

Adolfo, Ayesha Louise G.

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Objectives

Motivated and dedicated undergraduate student pursuing a Bachelor of Science in Psychology at the University of Cebu Banilad. Seeking to leverage customer service experience, strong interpersonal skills, and a willingness to learn in a customer service representative position.

Educational Background

University of Cebu Banilad

Bachelor of Science in Psychology

S.Y. 2021-Present

Strategic Project Management Academy Inc.

Senior High School - Academic Track, Humanities Strand

S.Y. 2018-2021

Strategic Project Management Academy Inc.

Junior High School

S.Y. 2014-2018

Experience and Associations

University of Cebu Banilad

Student Assistant, Basic Education Guidance Center

July 2021-Present

- Assist in administrative tasks and provide support to students and staff.
- Contribute to organizing and maintaining educational resources.

University of Cebu Banilad

Mental Health Responder and Volunteer, Wellness Hub
2023-2024

- Support mental health initiatives and provide assistance to students in need.
- Participate in workshops and training sessions to enhance mental health awareness.

Café Des Amis

Hostess/Kitchen Staff
February 2022-July 2022

- Managed guest interactions, handled reservations, and provided excellent customer service.
- Assisted with kitchen duties, ensuring timely preparation and delivery of food.

Qualfon Cebu Philippines Inc.

Technical Service Representative
October 2021-November 2021

- Provided technical support and resolved customer issues efficiently.
- Communicated effectively with clients to ensure satisfaction and maintain service quality.

Skills

Technical Proficiency: Computer Literate (MS Office Suite)

Customer Service: Proven ability to deliver high levels of customer satisfaction.

Communication: Strong interpersonal skills, able to work well with diverse teams.

Adaptability: Open to new tasks and committed to improving efficiency.

Multitasking: Capable of managing multiple tasks effectively in fast-paced environments.

Supervision: Willing to accept and act upon supervision and feedback.

Personal Particulars

Birthday : March 6, 2002
Birth Place : Mandaue City
Age : 22 Y.O
Gender : Female

Height : 5'3
Nationality : Filipino
Marital Status : Single
Religion : Roman Catholic