




CLARICE MAYNE RABAYA

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- Purok 16, Proper Pangdan City of Naga, Cebu

 [Facebook: Klares Mayne](#)

ABOUT SELF AND EXPERIENCE

Hi I'm Clarice and I'm sharing my information about working in the industry, specifically in BPO's Customer Service feild. To start of- I have an experience working at Shopify for seven months as a merchant support, where most of my workloads is to attend all merchants query, helping them develop their website, and checking on their back end tasks. I also have experience with other E-commerce platform, such as Saloncentric US and B&Q UK. Where I develop my skills in data cleansing via Microsoft excel, onboarding seller via calls, for a year and two months. Worked directly with clients, and aside from that I had experience in customer sevice outbound calls, three months for sales, and three months for customer service representative. I worked diligently, with integrity, and a time concious person, meticulous to details as I should always want to make sure the job is done. Willing to be trained for new oppotities that may come, and I'm receptive to feedbacks.

PERSONAL DETAILS

- Full Name: Clarice Mayne Rabaya
- Age: 22 yrs. Old
- Sexuality: Female
- Civil Status: Single
- Date of Birth: November 13, 2001
- Place of Birth: Cebu City
- Height: 5'6
- Weight: 82
- Father: Arnaldo R. Yee
- Mother: Claire J. Rabaya
- Current Address: Pangdan, City of Naga
- Religion: Roman Catholic
- Language Spoken: English, Tagalog

SKILLS

- Articulate to details
- Strategic and Creative
- Willing to adapt to changes
- Diligent to get the work done on time
- Microsoft expert (Specifically Excel or office360)
- Multitasking is my advantage as well
- Fluent in speaking English, as well as writing in English

EDUCATION

Senior High School

University of Cebu- Pri Campus
Sambag I, Urgello St. Cebu City
Date range: 2017-2019

Secondary High Scool (JHS)

Naga National Highschool
West Poblacion, City of Naga Cebu
Date Range: 2014-2016

Primary Education

Pangdan Elementary School
Proper Pangdan City of Naga Cebu
Date range: 2007-2014

WORK EXPERIENCE

- FIS Global INC (2021 - 2021)
Longevity: 3 months contractual- January to April
Role: Metabank CSR
- Alorica (2021-2021)
Longevity: 6 months- April to October
Role: Sales CSR Outbound Call
- OfficePartners 360 (2022 - 2023)
Longevity: 1 year- July 2022 to August 2023
Role: Onboarding Specialist/Marketplace, Data analyst
- IntouchCX (2023 - 2024)
Longevity: 7 months- September 2023 to June 2024
Role: Shopify Merchant Support Advisor in Chats
and Emails.

CHARACTER REFERENCE

- Benedict Maximo - Reporting Manager
Mobile no:
- Claudine Librando - Reporting Manager
Mobile no:
- Jenen Euchristine Satore - Reporting Manager
Email Address: jenensatore@officepartners360.com
- Toni Rose Tan - Reporting Manager
Email Address: tonirosetan@intouchcx.com
- Ma. Cherie Mae Mabuting - Friend
Mobile no: