

Getaruelas, John T.

Toril Tribu, Brgy. Taytay Badian Cebu 6031

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Objective:

To achieve my goal of finding happiness in a workplace where I can contribute my experience while continuing to grow and learn with an employer willing to invest in my development. I'm eager to improve my skills if given the chance.

Personal Skills:

- High organized and efficient fulfilling multi-tasking at once.
- Ability to work independently or as part of team.
- Effectively listen to follow directions easily.
- Attention to detail, speed, accuracy, follow-through & multi-tasking

Personal Data:

Age: 30

Gender: Male

Civil Status: Single

Citizenship: Filipino

Religion: Roman Catholic

Date of Birth: April 12, 1994

Place of Birth: Pasay City

Height: 5'3

Educational Attainment:

Tertiary:	City University of Pasay	2017-2018
Secondary:	St. James Academy	2015-2016
Primary:	Villamor Air Base Elementary School	2005-2006

Experiences:

Concentrix CVG Phil

Advisor II Voice/Chat Associates

August 26, 2019- June 01, 2024

- Responded to all customer inquiries and complaints, and managed collection activities for both active and inactive accounts.
- Handled incoming calls and chat at the customer service desk and directed them to the appropriate departments.
- Leveraged strong analytical skills to quickly establish myself as a dependable and proficient customer service representative capable of working independently.