

**JESSIE JUNE E. GARNICA**

Sibulan, Negros Oriental

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**SKILLS:**

- Have basic knowledge on Microsoft Word, Excel, Power point and Paint.
- Can work well in a team
- Possess good interpersonal and communication skills
- Able to work with minimal supervision
- Open to feedbacks for improvement
- Manages multi-tasking effectively in a fast pace environment
- Has zest for learning, high stress tolerance, flexible and willing to be trained.

**WORK EXPERIENCES:**

ECenterprises Group Manila Inc.  
Customer Service ( Financial Account)  
April 2, 2024- October 1, 2024

Qualfon Philippines ( Dumaguete Site)  
Customer Service ( Cyber Security)  
September 08, 2023- March 06, 2024

Smiles on Demand Outsourcing Inc.  
Customer Service ( Hotel reservations and Rentals)  
June 01, 2020- June 08, 2023

B.O.S.S PHILIPPINES  
Sales Agent ( Cash Advance)  
December 2018- March 2019


**EDUCATIONAL ATTAINMENT:**

- Bachelor o Science and Business Administration Major in Marketing Management.
  - Foundation University (2014-2017)
  - Undergraduate (Completed 2 years)

**TRAININGS AND SEMINARS:**

- Computer Servicing System
  - Metro Dumaguete College
  - August 5 to October 2016
- Call Center Training
  - PCCI Dumaguete City
  - November to December 2019