



# LEA JANE D. OLIVAN

## Contact

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### Address

Pob. 1, General Luna Surigao del Norte

## Career Objectives

- Providing exceptional customer service and support.
- Handling correspondence, emails, phone calls, and other communications.
- Coordinating arrangements, meetings, and appointments.
- Ensuring seamless day-to-day operations and administrative tasks.
- Maintaining confidentiality, data protection, and security.
- Continuously improving processes and services.

## Skills

- Interactive voice response
- Patience & Empathy
- Digesting information conveying a solution quickly and effectively
- People first attitude
- Communication Skills
- Excellent command of English Language
- Able and willing to work varying shifts including weekends and holidays.
- Building a good relationships towards customers.
- Computer literate

## About Me

A hospitable, presentable and hard working team player who possesses a high standard of personal appearance and hygiene. Always focused on making sure that every guest is served to be the highest possible standards by having an n outgoing, polite and professional attitude towards all patrons. Constantly working hard to ensure that costumers expectations are met and that their time being served is a memorable experience. Lea naturally enjoy talking to people and is much experience in overseeing the smooth running of a "people-first attitude" and in creating a unique relaxed style and atmosphere. She is now ready for new challenges and is now seeking a suitable position with a reputable and exciting company.

## Education

- **SIARGAO ISLAND INSTITUTE OF TECHNOLOGY**  
**Bachelor in Secondary Education**  
**Major In English**  
2023 - 2024
- **SAN NICOLAS SCHOOL**  
2019 - 2020
- **GENERAL LUNA CENTRAL ELEMENTARY SCHOOL**  
2013 - 2012

## Work Experiences

- **EXPLORERS BAR SIDARGO**  
Server - Head Cashier  
September 2021 - May 2024
- **99 Friend Company**  
ESL Teacher  
June 2024 - October 2024