

8:30 PM

5/30/18

CSR - Voice
@ FB Rimes (referred)
Marjorie



PPO experience = 1 year and 8 months

M: /
F: / Deceased
1st sib: ELDBT
2nd: / deceased
3rd: /
4th: / studying
5th: /

11 months - son,
took care
sis-in-law

EMELYN B. TOLENTIN
Sitio Kawayan Banawa-Guadalupe Cebu City
Mobile Number: 09954154669
Email: tolentinemelyn@gmail.com

- 24 years old
SP: 58
Acc- 96.9%
(of the company)

EDUCATIONAL ATTAINMENT:

COLLEGE

Major in Computer Technology

married - 1 year 7 months
husband: CSR - near ayala (not cum laude)
Cebu Technological University
Bachelor of Science in Industrial Technology
M.J Cuenco Corner R. Palma St., Cebu City
2011-2015
Cum Laude - GRADUATED

HIGH SCHOOL

Ramon Duterte Memorial National High School
Guadalupe Cebu City
2006-2010

ELEMENTARY

Labangon Elementary School
Labangon Cebu City
2000 - 2006

SKILLS AND CAPABILITIES:

- Experience in data gathering.
- Basic knowledge in C++ and database programming.
- Adobe Photoshop designing, CSS and HTML coding.
- Develop website using wordpress.
- Proficient on Microsoft Office Applications.
- Develop website using CMS.
- Experience in making RJ-45 and troubleshooting computers.
- Experience in managing or supervising people.
- Basic experience in computer networking.
- Website On-page and Off-page SEO
- Experienced in marketing, Researching and Advertising
- Adaptability, Self motivated, initiative and ability to work under pressure.
- Willing to learn and undergo training
- Computer troubleshooting
- Handling calls for clients online advertisements
- Flexible
- Honest

why not your degree?
- already tried but
want to enter PPO

why not husband's company?
- don't want to work
of the same company of
husband.
- not want to be
compared

CS: 5-2
SE: Kik abala
(BP)
DK: After
a month
↳ will render
30 days
or ask
for immediate
resignation

WORK EXPERIENCE:

- **Customer Service Rep**
March 2017 - Present
SupportSave Solutions Inc.
Fuente Osmena 7th Fl Cebu City
- **Customer Service Associate II**
June 2016 - December 2016
CONVERGYS
IT park Cebu City

- 1 year 2 months
- want to have
SAT sun day-off

Act: office depot (placing orders)
BP: 12,000 follow-up order

- left bec. of family matter (father got sick).
↳ took care
↳ heart disease

SEMINARS AND TRAININGS ATTENDED:

- Becoming Beautiful Inside-Out
Students Activity Center
Cebu Technological University
- Getting Ready for the World of Work
Students Activity Center
Cebu Technological University
- 11th PSITE 7 ICT Congress
Recoletos Coliseum, USJR-Basak Cebu City
Feb. 20, 2015
- Digital Marketing
Training Room
iTECH-RAR, Solutions Inc.

PERSONAL PROFILE:

Nationality : Filipino
Gender : Female
Civil Status : Married
Date of Birth : February 13, 1994

REFERENCES:

Ms. Jessa Quijano
SupportSave Solutions Team Lead
09470836852
Carcar Cebu City

Ms. Pauline Mae Batayola
OPTUM Web Developer
09235383587
Lawaan III, Talisay City, Cebu

Ms. Irish Jane Monter
Avida Towers Representative
09177050121
Inayawan Cebu City

strengths:

- can easily adapt to environment

- can work multi-task, work w/ less supervision

- willing to be learn

weakness:

- adjustment