

Ivy O. Javier
Mohon II Filter Site,
Tisa, Cebu City
ivyj914@gmail.com
09395934354 ✓

M: Housewife
F: Farmer
Only Child

Objectives:

Intend to build a career at leading corporate of high-tech environment with committed and dedicate people, which will help me to explore myself and realized my potential. Willing to work as a key player in a challenging and creative environment.

CP: 5-5

Skills:

- Computer Literate
- Knows Microsoft Office programs (Word, Excel, PowerPoint)
- Adaptability and ability to work under pressure.
- Willing to work under supervision
- Optimistic

UP: 40
Acc: 98-2

SE: 15k All in

DA: ASAP

Educational Background

Primary: Cambagte Elementary School 2007-2008
Secondary: Salamanca National High School 2011-2012
Tertiary: University of Cebu – Main Campus
Bachelor of Science in Information Technology 2012-2015

Personal Attributes

Birth Date: April 25, 1995
Birth Place: Cebu City
Age: 23 ✓
Civil Status: Single w/ 1 kid (2y/o)
Religion: Roman Catholic
Nationality: Filipino
Languages: English, Tagalog, Visayan

↳ got pregnant

↳ no plans to pursue

↳ living in w/ partner (home based)

the one who look after their child

2012-2015

10/2/18

Work Experience

Company: Global Link BPO Inc.

Total of
- 1 year ↗ 5 months (lot of accounts)

Year: Oct.10, 2016 - Feb.2, 2018

Position: Quality Assurance - 9 months (13k) All in

Description: To ensure that customer-service representatives are interacting with clients in ways that serve a business best interests, quality-assurance analysts often monitor phone calls to measure performance and help implement the business strategic objectives.

Position: Customer Service Representative - 5 months (11k) All in

Description: Accept customer's calls and assist what are they calling of.

Position: Email Support - 3 months (9k) All in

Description: Allows for the customer and the agent to communicate via short, written, synchronous messages.

- left bec. of career growth

Company: Alorica Cebu - 5 months (Direct TV Ai & T)

Year: April 23, 2018 - Sep. 30, 2018 - left bec. of location problem (4 rides)

Position: Technical Support Representative - (14k) All in

Description: Help the customer about their technical issues

Character Reference:

Allan C. Bilalay

Dealing and Documentation Assistant

CEVA Logistics Philippines, Inc.

Talisay, Cebu City

09498418031