

@ my nimo  
CGR = non-voice / voice  
not open for the position, but update if she change her mind.  
ok for Ken  
@ 9:00 pm (om) DM  
3/4/19

# JO DYAN M. PINOTE (25 yo)

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46  
96

client  
3/7/19  
@ 12 MN

## OBJECTIVE

To obtain a position where I can use my educational background and experience to help the company meet and surpass its goals.

## PROFILE

- With a Bachelor of Arts Major in Psychology
- Passed the Licensure Examination for Teacher on March 2015 (no plans to be a teacher)
- Computer savvy
- Willing to be trained for the improvement of my knowledge and skills
- Able to learn quickly, demonstrate flexibility and persistence
- Can work well both independently and as a team
- Spoken languages: Cebuano-Visayan, Filipino, English

CC: 5-5  
need to render  
DA: 30 days - 1st week  
EB: 17k - 1p  
of April 2019  
(package)  
M: HW (60)  
(201) P: retired waiter = diagnosed kidney failure  
3rd (3rd) 2018  
eldest = working in sandi (Bank)

## ACCOMPLISHMENT

- Rated APG (Above Peer Group) in Annual Performance Rating 2015 in Accenture Inc.
- Co-facilitate the Code of Business Ethics and Conduct for 5 days in 3 different Gaisano Grand Branches
- Administer Barangay Recruitment Event in Canduman Mandaue
- Join and represent the company for PESO Mandaue and Capitol Job Fair 2016-2017

2nd: computer cafe  
4th: call center agent  
(Concertix)

## EXPERIENCES

### INTERMED LANGUAGE INSTITUTE

CIFC Towers Juan Luna Ave Cebu City

(1 year & 1 month) 16,000 (monthly)

March 2018- Present

8:00 am - 5:00 pm

February - March 2019

\* looking for a grandfather shift because she has to fetch her father every afternoon in (Tue-Fri)  
(Days & kidney failure) depends = 5:00 pm - 5:30 pm

### Marketing Assistant & Document Processing Specialist

- Responsible in writing reports, company brochures and similar documents
- Organising and hosting presentations for client visits
- Assist in monitoring active marketing programs and developing ways to improve those campaigns
- Using social media networks to look for and connect with potential candidates.
- Reviewing online portfolios and resumes to pre-screen candidates.
- Responsible for storing data and records for document retrieval and archives.
- maintain the integrity of working documents and update documentation when revised.

\* CAMOX (overseas agency) => 11 months  
February 2017 - February 2018 (Account was closed)  
sourcing + documentation \* supposed to be profitable but opt to resigned