

JANNAH MARIE VITO



SUMMARY

A dynamic and clear communicator with internship and volunteer experience that deals with different kinds of people from all walks of life, seeking an entry level customer service position where my written and verbal communication skills, as well as my interpersonal strength are well utilized.

EDUCATION

Tertiary

University of San Jose – Recoletos (2019)

Magallanes St., 6000, Cebu City

- *Bachelor of Arts in International Studies*
 - Related coursework: international relations, global economy, foreign languages

University of the Philippines Cebu (2015–2019)

Gorordo Ave., Lahug, Cebu City

- *Bachelor of Arts in Political Science*
 - Related coursework: international relations, literature, macroeconomics, global economy, foreign languages

Secondary

Southwestern University (2013-2015)


Urgello Street, Cebu City

- *Salutatorian, Batch 2015*
- *7th Honor, S.Y. 2013-2014*
- *Activities: competed in interschool essay, quiz bowl, and extemporaneous speech competitions; member of the SWU High School Scrabble team*

St. Paul College Foundation Inc. (2011-2013)

F. Ramos Street, Cebu City

- *7th Honor, S.Y. 2012-2013*

 296-L Gonzales
Compound, Kamputhaw,
Cebu City, Cebu, 6000

 0956-651-6569

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Primary

Capitol Center S.D.A. Elementary School (2005-2011)

Capitol Site, Cebu City

- Academic Excellence Awardee, S.Y. 2005-2006; S.Y. 2006-2007; S.Y. 2007-2008; S.Y. 2008-2009; S.Y. 2009-2010; S.Y. 2010-2011

EXPERIENCE

June-July 2019

Intern • Feed the Children – Asia

Worked for an international NGO that aims to end childhood hunger. My job was mainly to immerse with the children and families of the poorest communities in Cebu City, then write about their lives and our experience with them. It helped me in developing my communication, writing and interpersonal skills, specifically my ability to empathize with people as I see the world in multiple perspectives.

August-September 2019

Non-Fiction Floor Staff - Volunteer • Big Bad Wolf Books

Volunteered for the world's biggest book sale as a floor staff wherein I was tasked to organize product displays, monitor stock levels, and most importantly, to attend to customers who are in need of assistance. This job essentially trained me on how to listen attentively with a thorough grasp of the customers' needs.

CORE COMPETENCIES

- ✓ Ability to see and understand a situation from someone else's viewpoint
- ✓ Exposure to and a massive interest in diverse cultures
- ✓ Adept active listening ability that is necessary to cater to the customers' needs
- ✓ Ability to remain flexible, proactive, resourceful and efficient in a fast-paced environment under pressure

SKILLS

- ✓ Efficient reading comprehension skills
- ✓ Proficiency in MS Office and other basic computer functions, launching applications, and conducting searches on the Internet as quickly as possible
- ✓ Typing speed of at least 60 words per minute