



Elaine R. Navarro

O N L I N E A S S O C I A T E /
C U S T O M E R C A R E

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A: General Santos City, South Cotabato
9500. Philippines

Dear Sir/Ma'am,

In response to your advertisement for a "Social Media Marketing Specialist and Email Marketing Associate". I would like to apply for the said position. I am an experienced Customer Service/Technical Support Representative.

I worked in the BPO industry for Seven years and Five months as a Customer Service /Technical Support Representative. I am familiar with different social media platforms such as Facebook, Instagram, Pinterest, and Tiktok. I also handled Email with my previous job for services offered.

In addition, I can do data entry with the use of GSuite, Manage Google Drive and Google Calendar, and Handle Emails. I'm also good at online research since I have broad skills in Customer Service/Technical support. I can do Administrative tasks such as phone support, chat support, and Email support. I am willing to learn other tasks aside from my previous experiences.

Lastly, my main objective for my client is to give outstanding results, long-term relationships, and professionalism to my work. I may not have an experience in "Social Media Marketing specialist/Email Marketing Associate" but I'm committed to learning new things with my willingness to be trained. I am a self-driven individual with a great passion to work.

I'm looking forward to hearing from you.

Thank you in advance for your time and consideration.

Sincerely,

Online Associate | Freelancer & Customer
Service Care