



## EDUCATION

2015-2020  
Pamantasan ng Lungsod ng Marikina

- Bachelor Degree of Marketing and Business

## SKILL

Customer Service Representative

90%

Multi-tasking

80%

Digital Marketing Tool

77%

Search engine

80%

Computer literate

88%

## CONTACT



09300158056



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Camacho Ph. 2 Nangka, Marikina

# ANGELA JOVELLANO

Customer Service Representative | Virtual Assistant | Encoder | Sales Representative | Admin Assistant | Event Organizer

I'm Angela Jovellano, organizing and handling customers for more than 4 years. I'm specialist in maintaining and managing day to day team operation with considerable experience.

## EXPERIENCE

November 2022 -January 2023

Househappy

Job in Hand

- Encoding the right information in homebased
- Search for the best Pro for the job
- Take inbound and outbound call, emailing, and texting to get the best sourced for the job.

November 2021- November 2022

Teleperformance

Health Care Specialist

- Furnishing members and health care practitioners with details regarding members' benefits.
- Granting pre-authorizations for medical treatment, if covered.
- Advising members of outstanding co-payments.
- Providing extant and prospective members with the details of network providers.

February 2021-October 2021

Right Moves Inc. / Academy of Excellence and Services

Warehouse Admin

- Confirm that entered data accurately aligns with original documentation.
- Organize and maintain original paper evidence.
- Assure files are properly prepared and saved to backup drives.

January 2016-June 2016

Robinson Appliances/Maria Management Corporation

Sales Associates

- Ensure high levels of customer satisfaction through excellent sales service.
- Assess customers needs and provide assistance and information on product features.
- Welcome customers to the store and answer their queries.