

Hello,

I'm Ynah. I've been in a different kind of industry. Let me mention some of those.

Starting with one of the International Manufacturing Companies I worked with as a QA Inspector, QA Acting Team Leader and Admin Staff as a Process Trainer. There's a lot of responsibilities I handled those times and I take note some of those.

- Sending daily reports through email to my direct superior regarding what I have done for the whole day's work. It also includes creating an email asking for a certification and recertification of new and old employees to the Department Heads specifically Inspection Department and QA (Quality Assurance Dept) wherein I need to send a cc or carbon copy to the company's president and vice president which is a Japanese Nationals.

On this responsibility, I'm able to develop my skill regarding email content writing and professionally communicating with the top management through email.

- Responsible for preparing and filing records of all trainees regarding their certification (new employees) and re-certification (old employees). Employees I'm conducting training include (operators, inspectors, group leaders, Engineers, Supervisors, Assistant Supervisors and Managers).

on this duty I'm able to develop the skill of proper and professional communicating with a different kind of people and became an expert in filing and arranging training records both hard and soft copies with the use of Microsoft Office like word (certifications & examinations), excel (tabulated employee records), power point (slide presentation).

- Scheduling or in-charge for manpower allocation in each sub-department. Which means that I am the one who is preparing the daily work schedule of QA Inspectors to meet the necessary production versus the scheduled shipment each day.

where I gained the skill of being expert for work plans and priorities versus the needed production and still meeting the standard procedure to ensure the best quality of the products.

My detailed duties and responsibilities are available on my updated resume. But overall, this is a combination of Administrative and Production Role.

I'm a Customer Service and Technical Support Expert with more than 8 years of BPO experience. I've trained in healthcare, financial, telcos and sales in different lines of businesses like T-Mobile, Macy's, and Sprint. I'm known for my strong work ethic, integrity, and positivity.

I'm a Freelancer too, a Digital Marketer who is helping dentist/dental clinic CEOs and Coaches in generating more leads and increased profits with the use of Digital Marketing Strategies

My current job is as a Customer Service Representative in Lead Generation for Healthcare Accounts specifically a Pharmacy Service. So, our target market is those at old age or the Elderlies. I'm able to develop more patience, especially in talking or communicating with them. Been a top agent and top seller since I'm able to turn those prospect leads into a sale. And this sales experience I have will make me the right person to turn leads into potential clients and have scheduled appointments.

My complete work experiences and tasks is all available on my updated resume

I'm thrilled about this opportunity to simplify and streamline your business.

I'm eager to hear from you!

More Power and Godspeed!

Best regards,

Ruena