

AMIE LOWEN G. CATIPAY

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OBJECTIVE:

A highly dedicated individual with almost a year of experience in customer service and is looking for a lead generation position to help you improve your business and get more clients and helps you manage your data.

EDUCATIONAL PROFILE:

Tertiary	:	Course: Bachelor of Science in Management Accounting University of San Carlos, Main Campus P.del Rosario St., Cebu City 2010-2014
Secondary	:	Marianne Childhood Education Center Tres de Abril St., Labangon Cebu City 2006-2010
Primary	:	University of San Carlos, South Campus J. Alcantara St corner V.Rama Avenue, Cebu City 2000-2006

EXPERIENCES:

February 10, 2021 – July 26, 2022:	PENCIL Learning Technologies Silicon Valley, USA Data Entry Specialist
April 2016-2021	: LDG Enterprises (family owned business, junkshop) Labangon, Cebu City Secretary/Payroll
June 2015-Dec. 2015	: Thinking Tools, Inc Mabolo, Cebu City Product Manager
June 2014-March 2015	: Convergys - IT Park, Cebu Account: Time Warner Cable Customer Service Representative

April 2014-June 2014 : Convergys - Banawa, Cebu City
Account: Sprint
Customer Service Representative

SKILLS AND ABILITIES:

- Good knowledge with microsoft programs
- Ability to grasp new technical things quickly
- Ability to adapt to flexible schedules
- Has strong organizational skills
- Time Management
- Communication skills
- Has good typing skills
- Lead Generation
- Customer Service Skills
- Keen on Details