

Mary-Ann Alison

Address : Prk Capahu-An II, Brgy. Sampinit, Bago City
Mobile : 09702302828
Email : alisonmaryann7@gmail.com



OBJECTIVE

I want a highly rewarding career where I can use my skills and knowledge to help the institution.

PROFESSIONAL SKILLS

- Graduate in Bachelor of Science in Secondary Education Major in Filipino
- Licensed Professional Teacher
- Graduated 1 year in Bethlehem Training Institute
- Knowledgeable in Microsoft Office (Word, Excel, and PowerPoint);
- Good communication skills and customer service skills
- Having positive attitude, understanding, dedication, patience and commitment
- Excellent basic computer skills
- Dedicated to providing the most comprehensive and accessible classes possible
- Friendly and fast learner

EDUCATIONAL BACKGROUND

Tertiary	Bago City College Rafael Salas Drive, Brgy. Balingasag, Bago City	2012 – 2016
Secondary	Ramon Torres National High School Araneta St., Bago City	2008 - 2012
Elementary	Bago City Elementary School Araneta St., Bago City	2002 - 2008

PERSONAL INFORMATION

Birth Date	:	May 7, 1995
Birth Place	:	Makati Metro Manila
Citizenship	:	Filipino
Religion	:	Born Again Christian

OTHER SKILLS

- Deal professionally with different type of customers
- Communicate more effectively
- Establish credibility and user confidence
- Able to process emails
- Do web search as needed
- Ability to work well under pressure



WORK EXPERIENCE

- Chat Support Representative - 6 months
PanAsiatic Solutions
Bacolod City
- Technical Support Representative - 7 months
Convergys, Bacolod City
- Technical Support Representative - 1 year and 7 months
Concentrix, Bacolod City
- Utilization Management Representative - 1 year
Health Account (Anthem)
Legato Philippines, Iloilo City
- Account Support Analyst - 1 year
Reed Elsevier Philippines Iloilo
- Customer Service Representative - 7 months
TTEC Iloilo, Philippines
Telco Account
- Customer Service Representative - currently employed
IQOR PH, Iloilo
Telco Account

REFERENCE:

April Atesora
Teacher – USLS Bacolod
09166457453

Aya Marie Ibañez
Freelancer
09954696236

Jayann Peroy
DepEd Teacher
09157472329

I hereby certify that the above information is true and correct to the best of my knowledge and belief.

Mary-Ann Alison
Applicant

