

JASMINE A. LIPIT

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OBJECTIVE STATEMENT:

Highly motivated and hard-working individual with extensive experience in multi-tasking, providing a quality result as per client request. And Customer service and sales experience driving increased sales and improving buying experience.

EXPERIENCE

NOV. 2017 – AUGUST 5, 2022

RIGHTS AND PERMISSIONS SPECIALIST, STRAIVE

Responsible for tracking and clearing permissions for third-party content such as photography, video, text and audio. This includes maintaining an accurate and comprehensive permissions tracking system, implementing and maintaining efficient photo selection workflows, and securing permissions for assigned projects. I also works closely with the Editorial department to source and secure permissions for text, short films, as well as music and audio selections.

2014 – 2016

CUSTOMER SERVICE REPRESENTATIVE, SPICRM

Providing customer services to clients and the general public regarding company policies, special requirements and inquiries such as answering questions, emails, complaints and request of the person.

EDUCATION

OCTOBER, 2016

COLLEGE DEGREE:

BACHELOR OF ARTS MAJOR IN HISTORY, SILLIMAN UNIVERSITY

Research Papers:

Political Research Proposal: **Political Development and Modernization in the Municipality of Sibulan** is a political research proving that the Municipality of Sibulan is politically, socially and culturally well developed and modernized.

Political Research Proposal: **If the 2016 Elections were held today: An Opinion Poll on the Most Probable Candidate who will win for a Local Elective Position in the City of Dumaguete** is a research study of the upcoming 2016 Elections, this research showcase the probable winners of the election base on the interviews and surveys.

MARCH, 2011

SECONDARY SCHOOL:

SANTA MONICA INSTITUTE HIGH SCHOOL

During my high school years, I was elected for the Secretary position to ensure that the financial obligations were taken care of, it was a big role that I was able to fill in. And I was also got 4 awards and 7th honor during graduation.

SKILLS

- Ability to settle in a working environment as per required
- Excellent in Research Skills
- Excellent in Customer Service Skills
- Computer Literate (MS Office: Word, Excel, PowerPoint)
- Excellent in Communication Skills