



Ann Therese  
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Sampaloc, Metro Manila

Philippines 1008



AC Creative Studio

## SKILLS

8 / 10

Adobe Creative Suite & Graphic Design

8 / 10

Microsoft Office & Administrative

9 / 10

Sales, Marketing, & Advertising

10 / 10

Communication

10/10

Customer Service

## EDUCATION

Bachelor of Arts in Mass Communication

San Sebastian College - Recoletos

2012-2017

Secondary

Holy Trinity Academy

2008-2012

Elementary

Holy Trinity Academy

2002-2008

## EXPERIENCE

### Customer Service Representative

*Teleperformance / Laoag City, Philippines / October 2022 – December 2022*

I'm responsible for the management of the recruitment and selection process and the management of the division's programs and activities

- Handling outbound calls to screen applicants
- Conducting administrative tasks
- Marketing and advertising of job openings

### Talent Acquisition Sourcing Associate

*Alorica Teleservices Inc. / Laoag City, Philippines / November 2021 – August 2022*

I'm responsible for the management of the recruitment and selection process and the management of the division's programs and activities

- Handling outbound calls to screen applicants
- Conducting administrative tasks
- Marketing and advertising of job openings

### Service Crew

*McDonald's / Batac City, Philippines / June 2019 – January 2020*

I handle clients concerning their event at the store, moreover, the enforcing and the managing of all food safety and sanitation requirements and health and safety program

- Planning and execution of store events
- Processing orders, receiving payments and issuing receipts
- Food handling in beverage and fry station

### Marketing Associate

*EC Friendly Travel and Tours / Manila City, Philippines / May 2016 – September 2018*

I oversee the planning and implementation of the marketing and advertising activities including the management of daily administrative tasks

- Designing and publishing marketing content
- Marketing of travel products and services
- Conducting administrative tasks