

Ma.Patricia F. Jaquilmo

Address: Salvador Ext, Labangon, Cebu City

Contact Number: 09176493167

Objective

Seeking a responsible and challenging position in a growth oriented progressive Institution where my knowledge and skills will significantly contribute to the overall success of the organization and provide opportunities for my career growth.

Personal Information

Date of Birth: Feb. 6, 1994

Place of Birth: Masbate City

Citizenship: Filipino

Status: Single

Gender: Female

Education

High School: Masbate Nat'l Comprehensive High School(2006-2010)

-Awards/Recognition: 3rd Honorable Mention

Banner holder in English and Filipino

Feature writer in school paper

Member of Broadcasting Team

4th Year Representative in Student Supreme Government

University: University of San Carlos(2010-2015);

Bachelor of Science in Management Accounting

Seminars Attended

-National Leadership Training for Supreme Student Government(2010)

-Press Conference Seminar(High School)

-New Missal Seminar(2012)

Organization Affiliation

-Junior Philippine Institute of Accountants

- Vice President-Internal in Carolinian Youth Ministry(2012-2013)

-Head Servant in Carolinian Youth Ministry(2013-2014)

Summary of Qualifications

- Quality writing and communication skills
- Computer literate in MS Word, Excel, and Power Point.
- Skills in using Google workspace, Amazon workspace, and Salesforce.
- Effective and persuasive with all segments of the community.
- Strong commitment, vision and leadership.

Work Experience

- Fraud Specialist (eBay account) at ePerformax Contact Centers & BPO for 1 year (2015-2016)
- Subject Matter Expert and Trainer (Amazon account) at Teleperformance for 1 year (2016-2017)
 - *Assist also in screening applicants for the account
- Finance Specialist (Accounts Receivables Department) at Author Solutions for 2 years (2017-2019)
- Finance Analyst and Customer Support Specialist at Sellersfunding (Work From Home) for 9 months(March 2021-December 2021)
- SEO Specialist/Account Manager at 411 Locals(Work From Home) for 1 year(December 2021-December 2022)

References

- Ms. Sheila McCain
Manager
Author Solutions
- Eugene Hopkins
Manager
Author Solutions
- Zafiro Villanueva
Supervisor
Author Solutions

