

Julison Adora

<div>Contact</div> <div>Brgy. 3 Nula-tula Tacloban City, Leyte 09537091511 jjulisonn@gmail.com</div>	<div>Objective</div> <div>Seeking a challenging role that leverages my expertise in data entry, quality checking, chat support, and customer assistance. Eager to contribute my meticulous attention to detail, strong organizational skills, and excellent communication abilities to enhance operational efficiency and deliver exceptional customer satisfaction. Keen on applying my diverse skill set to support and contribute to a dynamic team in a growth-oriented organization.</div>
<div>Education</div> <div>Leyte Colleges Tacloban City, Leyte BS in Business Administration 4th Year – Undergraduate</div>	<div>Experience</div> <div>August 2023 – March 2024 BOOHOO Advisor (Chat Support) • DDPO (DDC Data Processing OPC)</div> <div>March 2017 – July 2023 Brandbank Data Entry and Quality Assurance • FPOSI (Freight Process Outsourcing Solutions Inc)</div>
<div>Key Skills</div> <div>Computer literacy Attention to detail Adaptability Time management Teamwork Creativity Customer service Communication Problem-solving</div>	<div>Responsibilities: Proficiently executed data entry tasks, ensuring accuracy and completeness while maintaining high-quality standards. Conducted thorough quality checks to validate the integrity of information. Engaged in chat support, providing timely and effective assistance to customers. Collaborated with and supported customers in navigating queries, demonstrating strong interpersonal and problem-solving skills.</div>
	<div>References</div> <div>Gilda Uillamor Team Leader 09367201216 Newfold Digital PH, Cebu</div>