

MHARIE ANNE FRANCIS A. MANCE

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OBJECTIVE

Ability to develop and utilize my skills and experience to provide exceptional services.

EXPERIENCES

M-LHUIILLIER PAWNSHOP

BRANCH STAFF | 2012

- * Money transfer, Money changing, administered records of the branch
- * Customer Service

STATELAND INC.

TREASURY ASSISTANT/COLLECTION SPECIALIST | 2013

- * Managing and Issuing receipt of the collections

KAV ACADEMY (Marilao Bulacan) | 2013-2018

- * PRE SCHOOL TEACHER
- * ACADEMIC COORDINATOR

PLAYKIT PHILIPPINES

- * DATA ENCODER | Oct. 5, 2019- March 15, 2020

SPI Global Technologies Inc. (STRAIVE) BPO Company

- * Internal Quality Control/Data Analyst/Indexer (Back Office) | December 21, 2020 – January 2023

Project Pros BPO Management | January 2023 – September 2023

- * INBOUND/OUTBOUND SALES (Seasonal) COVID CAMPAIGN/MEDICARE
- * COLD CALLING, B2B ERC/MCA CAMPAIGN
- * APPOINTMENT SETTER SOLAR CAMPAIGN

ADVANCE CLEANUP-AU/AIRBNB & REALESTATE CLEANING SERVICES | December 2023- July 2024

- * Virtual Assistant/AU CLIENT
 - * COLLECTION SPECIALIST
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EDUCATION

ELEMENTARY

1996-2001 La Consolacion College-Tanauan

SECONDARY

2001-2005 La Consolacion College-Tanauan

COLLEGE

2005-2008 NUTRITION AND FOOD TECHNOLOGY

Technological University of the Philippines Manila

2008-2010 BACHELOR OF ARTS IN MANAGEMENT major in Industrial Management

Technological University of the Philippines Manila

2012 BACHELOR OF SECONDARY EDUCATION (uniting)

Shepherd's College Bulacan

PERSONAL INFORMATION

AGE: 36

BIRTHDATE: May 22,1988

RELIGION: ROMAN CATHOLIC

CITIZENSHIP: FILIPINO

SKILLS: Computer Literate, Microsoft Word, Excel, Powerpoint, Communication skills, Customer Service, outbound/inbound