



PERSONAL INFORMATION

Age : 31 yrs. old
Civil Status : Single
Citizenship : Filipino
Religion : Roman Catholic
Date of Birth: August 9, 1993

EDUCATIONAL ATTAINMENT

Tertiary

Rizal Technological University
Bachelor of Science in Business
Administration
Major in Management
S.Y. 2012-2016

Secondary

Jose P. Laurel High School
Gagalangin, Tondo Manila
S.Y. 2005-2009

SKILLS

Language

- English and Tagalog
- Flexibility, Resilience, Creative thinking, Customer service, conflict resolution.
- Customer relations, Sales strategy
- Computer Literate (Excel, Microsoft office and Digital Marketing tools etc.)
- Content Creation, Video Editing.

INTEREST

- Outdoor Activities
- Social Activities
- Relaxation and Wellness
- Creative Pursuits
- Intellectual Pursuits

JENNY F. QUEBEC

26 Zone 1 Brgy. Fort Bonifacio Taguig City

Contact no. 0938-756-5366

Email address: quebecfaye09@gmail.com

WORK EXPERIENCE

SM Development Corporation

Billing & Collection Assistant – Pasay City

August 23, 2021– Up to present

JOB DESCRIPTION:

- Cash Collection
- Call out's (Inbound & Outbound)
- Ensures timely creation of CRM ticket for buyer's request
- Prepared statement of account's
- Prepared and send notice for delinquents account
- Reconciliation unposted/unreceipted payment
- Daily monitoring accounts
- Ensures weekly sending reports
- Prepared RFP for accounts with excess payment
- Prepared memo for forfeited account's

ACM Landholdings Inc.

Loan Processor/Retitling and Conversion Assistant – Makati City

October 8, 2018 – August 20, 2021

Raemulan Lands Inc.

Legal Assistant – Ortigas, Pasig City

March 12, 2018 – September 12, 2018

Phinma Property Holdings Corporation

Loan Processor - Mandaluyong City

June 19, 2016 - March 07, 2018

Character reference is available upon request.

I hereby certify that the facts contained in this application are true and correct according to the best of my knowledge and belief.

JENNY F. QUEBEC

Applicant