



# ANNAMIL LOPEZ



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## EDUCATION

### Bachelor of Arts Major in International Studies

**XAVIER UNIVERSITY**  
2003

### HIGHSCHOOL

**CORPUS CHRISTI HIGH SCHOOL**  
1999

### ELEMENTARY

**CORPUS CHRISTI ELEMENTARY**  
1995

## EXPERTISE

- Management Skills
- Critical Thinking
- Communication Skills

## LANGUAGE

- English
- Filipino

## REFERENCES

### Relyn Nangkil

Phone: 09359273300

### Mery Cris Aceron

Phone: 09558551805

## PROFILE

Highly motivated and customer-centric call center agent with 7 years of experience in providing exceptional customer service. Proven ability to handle high call volumes, resolve complex issues efficiently, and build strong customer relationships. Dedicated to exceeding expectations and contributing to a positive customer experience.

## WORK EXPERIENCE

### TOYOTA

Parts admin staff

**2006-2009**

- Issues Parts Invoice Counters Checks the Stock in the Invoice before handing to the technician
- Encode all the stock arrivals and update the record sold everyday Gather all parts issue and counter check the report preventing losses of Issuances
- Handle all office supplies for parts department

### KEVIN ENTERPRISES

ACCOUNTING PAYABLES

**2012-2015**

- Check Issuance for suppliers Payments.

### LCG GROUP OF COMPANIES

SHOWROOM IN CHARGE

**2016-2017**

- Issues invoice, receives payment, Handles Inventory & Stocks Monitoring Remit's Cash every day and tackles report daily.

**2018-PRESENT**

### Teleperformance

CUSTOMER SERVICE  
REPRESENTATIVE

- Outside base and provide satisfaction based to customer's needs
- Receive billing calls, taking care of customer's account.