



Melojane Furio

☎ +639353313295

📍 furiomelojane@gmail.com

✉ Brgy.bulala sta.elena camarines norte , Philippines

SKILLS

- Critical thinking
- Effective communication
- Ability to work well under pressure
- Learning aptitude
- Digital marketing
- basic typing speed
- Basic tech knowledge
- Basic English knowledge

EDUCATION

TIGBINAN NATIONAL HIGH SCHOOL

- High school

BULALA HIGH SCHOOL

- Senior high school
- General academic strand

ABOUT ME

With a versatile background spanning massage therapy, sales, customer service, and hospitality, I bring a unique blend of skills and experiences to any role. As a massage therapist, I honed my ability to provide personalized care and build client trust. My tenure as a sales representative sharpened my persuasive communication skills and goal-oriented mindset. In the call center environment, I developed strong problem-solving abilities and a knack for maintaining customer satisfaction. Additionally, my experience as a waitress has instilled a high level of efficiency, multitasking, and teamwork. I am seeking a dynamic position where I can leverage these diverse skills to contribute effectively to a forward-thinking organization.

WORK EXPERIENCE

- January 2014 – November 2014
 - SALES REPRESENTATIVE
 - Linda's Clothing Store
 - Skills/Description: Proficient in attracting potential buyers, possessing a charming and engaging personality, adept at delivering persuasive speeches.
- April 2015 – June 2015
 - WAITER/WAITRESS
 - Rowena's Eatery
 - Skills/Description: Demonstrates politeness, approachability, and attentiveness in customer service.
- June 2018 – May 2020
 - MASSAGE THERAPIST AND RECEPTIONIST
 - Daet Massage and Spa
 - Skills/Description: Maintains physical fitness, exhibits an open-minded approach, possesses comprehensive knowledge of various massage techniques, and embodies a polite and customer-friendly demeanor.
- August 2023 – November 2023
 - CALL CENTER AGENT (OUTBOUND)
 - ResultsCx
 - Skills/Description: Displays attentiveness, patience, informativeness, politeness, basic technical proficiency, and fundamental English language skills.



MELOJANE FURIO



+639353313295



furiomelojane@gmail.com



Brgy.bulala sta.elena camarines norte, Philippines

TO:

Dear, company

I am writing to express my interest in the Virtual Assistant position at your company, as advertised. With a diverse background in customer service, sales, and administrative support, I am confident in my ability to contribute effectively to your team.

In my previous role as a Massage Therapist, I developed strong interpersonal skills and a keen ability to listen and respond to clients' needs. This experience has honed my ability to manage appointments, handle confidential information, and ensure customer satisfaction.

Working as a Sales Representative and Waitress, I learned the importance of multitasking, time management, and maintaining a high level of organization. These roles required me to be adaptable, communicate clearly with diverse clientele, and manage transactions efficiently.

My experience in Call Center Support further strengthened my skills in handling a high volume of inquiries, resolving customer issues, and maintaining detailed records. I am proficient in using various communication tools and office software, which will enable me to manage emails, schedules, and tasks effectively as a Virtual Assistant. I am particularly drawn to your company because of great background, wide range of different departments I can explore to get valuable skills. I am excited about the opportunity to support your team with my skills in organization, customer service, and administrative tasks. I am confident that my proactive approach and dedication to excellence will make me a valuable asset to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Please feel free to contact me at +639353313295 or furiomelojane@gmail.com to schedule an interview. Sincerely,

Warm regards,

MELOJANE FURIO