Jayne C. Villajoaquin

#2T Tower 6 Avida Towers Sucat Paranaque

Email add: villajoaquin_cjayne12@yahoo.com

Contact number: 09971720440



RESUME OBJECTIVE:

Bank teller with 8 years of experience in one of the biggest banks in the Philippines. Motivated, team work oriented, dedicated and responsible. Has a customer service experience and good communication skills that leads to good solving skills with a stable attitude under pressure.

CAREER SUMMARY:

Customer service oriented and serves every client. Team spirited teller that gives maximum productivity and positivity to the team. Skilled at communicating to satisfy the client's needs and knows how to multitask to manage every workload given.

PROFESSIONAL EXPERIENCE:

METROPOLITAN BANK AND TRUST COMPANY (Metrobank)

Bank teller (2015-2023)

- Customer service oriented in a fast pacing industry
- Provides services to clients by receiving deposits and loan payments, encashing their checks, withdraws and transfers fund from one account to another and also sells cashier's checks and traveller's checks.
- Improves client satisfaction by delivering and introducing the company's newest online products and offering loans and insurances that affiliated in the bank to increase sales.
- Deals directly with the clients and has something to do with handling cash and making sure to balance the cash on hand.

WWW Express Corporation
Customer Service Agent Representative

- Receives calls from clients and answers queries about tracing their parcels
- Responsible for giving out information to clients about their parcels
- Interacts with clients and handles their complaints, process their orders and provides information about the company's services.

SKILLS SUMMARY:

- Trustworthy
- Industrious
- Dedicated to work
- Motivated to work
- Highly adaptable

EDUCATION:

Olivarez College

Dr A. Santos Ave Sucat Road, Sucat Paranaque City

Bachelor of Arts in Mass Communication (2010-2014)

- It teaches to share and evaluate effective messages to large, targeted audiences. An exchange of information using media.

PNHS Don Galo Annex

Sta Monica St Don Galo Paranaque City

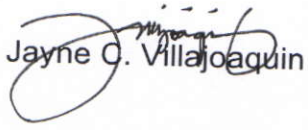
- Secondary Education (2006-2010)

Camp Claudio Elementary School

C. Santos St Tambo Paranaque City

- Grade School (2001-2006)

I hereby certify that the above information is true and correct based on my knowledge and belief.



Jayne C. Villajoaquin