



□ SUSADA, LORIBEL ORDANEZA

Purok La Consolacion Phase 1 Brgy Apopong,
General Santos City, South Cotabato 9500

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OBJECTIVE

To obtain a position where I can be able to utilize my skills, educational background, and ability to work well with people, which will allow me to grow personally and professionally.

Highlights

Strategic Planning
Can work under pressure
Multi-tasking
Inventory control
Boosting Sales
Technology Literate
Organized
Time efficient
Work well with team members
Customer Oriented
Marketing

SEMINAR ATTENDED

Seminar on Compensation Philosophy
Holy Trinity College of General Santos City
2022

WORK EXPERIENCES

CUSTOMER SERVICE EXECUTIVE

June 2024- June 2025

- Handling outbound calls.
- Responsible for sending E-mails to the leads.
- Setting up a schedule for meeting with leads and Product Specialist.

BUSINESS DEVELOPMENT REPRESENTATIVE

Salary.com

December 2023-April 2024

- Handling outbound calls.
- Responsible for sending E-mails to the leads.
- Setting up a schedule for meeting with leads and Product Specialist.

ESL TEACHER/TUTOR

Eagle's Online Tutorial Learning Services

July-December 2023

- Teach kids, Teens and Adults including Phonics from Level 1 to Advance students which includes Free Talk and Business English to Adult Students
- Gives feedback and monitored the achievements and improvements of students to ascertain the level of students learnings.

CUSTOMER SERVICE REPRESENTATIVE

Six Eleven

General Santos City, Philippines

April 2022

- Responsible for inbound calls.
- Responsible for explaining to the clients the benefits we offer.

SALES CLERK

K-eight Telecom (Ejade Cellphone Accessories)

Casquejo St., General Santos City

2021-2022

- Manage all around operation in business.
- Reporting product inventory every end of the month.
- Ensuring we give the best price for wholesale prices.

REFERENCES

DR. CLIFF KIRL F. LUBON, CPA, DM

CBMA Dean, Holy Trinity College
General Santos City
09055711614

CYNTHIA MARIE L. HILADO, MBA

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