



SANDRA CHRYSTELLE ANDAL

REACH ME AT



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Phase 2 Block 11 Lot 18 Crimson
Street Mansfield Sto. Domingo
Angeles City Pampanga
Philippines

PROFILE

An experienced and ambitious individual with knowledge in areas of research, lead generation, customer service, and technical support. Independent, fast learner and adaptable.

EDUCATIONAL BACKGROUND

City College of Angeles

Bachelor of Science in Information Systems
2012 - 2016

- Dean's Lister A.Y. 2012-13, 2013-14

Holy Angel University

With Distinction
2008 - 2012

EXPERIENCE

Technical Support Representative

TopData Global IT Solutions
Sept 2019 - Dec 2019

- Handling technical inquiries and concerns through incoming chats and emails.
- Assist with customer's billing.
- Assist new customers with purchasing product and setting up their services.

Corporate Research Analyst

Infoveracity
Nov 2016 - Sept 2019

- Researching direct dial phone numbers, verified email addresses, organization charts, and all other business profiles through outbound calls (voicemail surfing) and online resources.
- Verifying existing data and modifying them if needed.
- Maintaining accurate documentation of sources and collected data.

SKILLS

- ✓ Microsoft Suite
- ✓ Google Suite
- ✓ Lead Generation
- ✓ Research
- ✓ Basic video editing
- ✓ Basic Programming
- ✓ Adaptability
- ✓ Fast learner
- ✓ Team player
- ✓ Communication skills

PERSONAL INFORMATION

Place of Birth: Batangas, Philippines

Civil Status: Single

Citizenship: Filipino

Religion: Roman Catholic

Languages: Filipino, English

REFERENCES

Edgar Ditan Jr.

Manager, Research Operations

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Grace Faustino

Manager, Quality Assurance

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