

# MA. JENNETH S. CAÑETE

Customer Service Advisor

## CONTACT

Sambag II, Visitation Street, Cebu Cit, Philippines 6000

+639310164219 | jennethcanete29@gmail.com

## SUMMARY

Energetic and optimistic customer service representative assisting customers in solving complex issues. Passionate about building strong customer relationship, driving brand loyalty, and increasing customers engagement. Ability to multi-task, prioritize, and manage time effectively.

## WORK EXPERIENCE

### Concentrix

January, 2021 -

#### Customer Service Advisor

Proving experience providing customer support in busy call center environment for public utility industry employers. An unwavering commitment to customer service, with the ability to build productive relationship, resolve complex issue and win customers loyalty. Strategic-relationship and partnership-building skills-listen attentively, solve problems creatively and use fact and diplomacy to achieve win-win outcomes.

### Greatek Electronic Inc.

July, 2019 - March, 2020

#### Production worker

Operate multiple machine at one time, loaded and unloaded products, checked the quality and the quantity, carried heavy equipments up to 20kg, worked stand for 12 hrs. Worked in a fast-paced manufacturing environment, worked in night shift, repetitive tasks, noisy, dusty machines.

### Chungwa Picture Tube Ltd.

October, 2016 - June, 2019

#### Production worker

Machine operator, visual quality inspection, controlled the quality of the product and inspected output samples using the industry-appropriate methods. Checked every kind of defects and judged them by criteria using the standards methods. Repetitive tasks.

## EDUCATION

### Datamex Institute Computer Technology

June, 2013 - March, 2015

#### Diploma in Office Administration

## SKILLS

### Customer Service Skill



### Communication Skills



### Leadership skills



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## PERSONAL INFORMATION

**Birthday :** 06/25/1989

**Nationality :** Filipino

**Gender :** Female

**Marital Status :** Single

**Passport No :** P2891176B

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## LANGUAGES

**English** Fluent

**Tagalog** Fluent

**Mandarin** Basic

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## CAREER HIGHLIGHT

Seeking a career that is challenging, interesting, and let me work on the leading areas of technology, a job that gives me opportunities to learn, innovate and enhance my skills and strengths in conjunction with company goals and objectives.

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## REFERENCES

Cañete, Maria Dolores Manager of MDC Realty & Brokerage +63-923902-1870 Ta-as, Michael III  
Production worker in Japan +63-932324-4904

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