

Ricamae E. Tiin

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Professional Summary

Motivated and adaptable team player offering years of experience in customer relation. Detail-oriented, energetic professional dedicated to leading the development of solutions to successfully provide assistance to vulnerable and less-privileged member. Recently assigned as a Quality Analyst/Coordinator for a UK-based project.

Skills and Interest

- Attention to Details and Observation Spirit
- Data Analysis
- Project Management
- Communication Skills
- Interpersonal Skills
- Proficient in Microsoft Word, Excel & Powerpoint
- Quality Assurance Expertise
- Strategic Planning
- Computer proficiency
- Recordkeeping

Experience

March 2018 – Current

Quality Analyst

SYKES Asia Inc., Mabolo Cebu City

Monitored menus made by employees to provide constructive feedback. Developed and maintained quality assurance procedure documentation, monthly reports and other statistical reports. Compiled and distributed weekly feedback to team leaders and managers, communicating consistency problems or production deficiencies with quality

Education

March 2017

Bachelor of Science in Information and Communication Technology

Cebu Technological University, Barili Cebu