



1203 B. REMEDIOS RD. OTIS
PACO, MANILA, PHILIPPINES



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OBJECTIVE

Looking for a growth oriented career position, where my ability, education and potential towards the achievement of the company and my personal goals.

JULIE ANN T. MEGOTE

WORK EXPERIENCE

APR.04,2016 –PRESENT

SERVICE ADVISOR • SHACMAN MOTORS INCORPORATED

RESPONSIBILITIES:

- *Greeting customers, listening to request, scheduling appointments, estimating cost, verifying insurance and conducting inspection of their units.*
- *Ensure optimum customer service, advice customer on available parts and service option when their units need repairs, consult to mechanics about to necessary repairs and possible alternatives expensive works.*
- *Manage and oversee service centers workflow and scheduling. Answering question about service outcome.*
- *Ensuring services depart on time, monitoring and controlling services.*
- *Dealing with customer inquiries, and completing all necessary paper works.*

OCT.08,2014-SEPT.08,2015

SECRETARY/ASSISTANT • AJBV CAR WORKS

RESPONSIBILITIES:

- *Organizing work schedules, processing work orders*
- *Performing office duties, such as answering phone calls, organizing invoices.*
- *Scheduling management meetings, creating agendas, attending meetings to record minutes.*
- *Facilitating communication between management and personnel.*

SEPT.22,2009-SEPT.30,2014

CUSTOMER SERVICE/RECEPTIONIST • AUTOPHIL MARKETING CORP.

RESPONSIBILITIES:

- *Greeting customers*
- *Managing phone calls and customer service inquiry*
- *Resolves customer complain via phone call, email or even social media in a timely and efficient manner.*
- *Scheduling service appointments*
- *Estimate cost of repairs*
- *Purchasing products and parts needed*
- *Data encoding, daily and monthly sales monitoring*
- *Do monthly inventory of parts and equipments*

EDUCATIONAL ATTAINMENT

TERTIARY • UNIVERSIDAD DE MANILA (UDM) SY2005-2009
BACHELOR IN MASSCOMMUNICATION
Cecilia Munoz St. Arroceros, Ermita Manila

SECONDARY • MANUEL A. ROXAS HIGH SCHOOL SY1999-2003
Pres. Quirino Ave. Paco, Manila

PRIMARY • BAGONG BARANGAY ELEM. SCHOOL SY1993-1999
Zamora St. Pandacan, Manila

PERSONAL INFORMATION

BIRTHDAY: July 09,1986
BIRTH PLACE: Zambales
AGE: 35
HEIGHT/WEIGHT: 5'1/50KG
STATUS: Single
RELIGION: Catholic
CITIZENSHIP: Filipino
LANGUAGE SPOKEN: English/Tagalog
MOTHER'S NAME: Adelaida T. Megote
FATHER'S NAME: Rufolo C. Megote Jr.

CHARACTER REFERENCES

Ms. Anna Cariza Prado

Shacman Motors Inc.- Service Supervisor
+639955849452

Engr. Dennis Camasis

Shacman Motors Inc.- TPDI Manager
+639086552197

Ms. Edith Cabaylo

Multi Branded Inc. – HR Manager
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Engr. Ronaldo Mina

Carrascal Nickel Corp. – Operation Manager
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