

ROGELYN SANCHEZ

1138 P Rosales St Pateros Metro Manila

Rogelynsanchez1998@gmail.com

09999073933

A highly organized and hard-working individual looking for a responsible position to gain practical experience. To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

• EDUCATION

MARCH 2015 to JUNE 2019

**BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION
MAJOR IN OFFICE MANAGEMENT**

Rizal Technological University – Pasig Campus

MARCH 2010 to APRIL 2015

PATEROS NATIONAL HIGHSCHOOL

Pateros, Metro Manila

JUNE 2008 to APRIL 2015

PATEROS ELEMENTARY SCHOOL

Pateros, Metro Manila

• WORK EXPERIENCE

July 2019 – Present

FINANCING AND INSURANCE ASSISTANT – AUTOHUB GROUP

– Bonifacio Global City Taguig City Philippines

FINANCING : Offering vehicle financing and insurance to customers and providing them with a thorough explanation of aftermarket products and extended warranties and a complete explanation of manufacturer and dealership service procedures and policies. Processing financing and leasing deals accurately and securing approval through financial sources to secure approval and through the proper federal, state and corporate channels.

INSURANCE : Responsible for providing insurance claims assistance through proper coordination

Assists customers in filing Insurance claims, claims procedures and dealings with Insurance providers.

June 2017 to February 2018
CUSTOMER SERVICE ASSOCIATES - UNITELLER FILIPINO INC
Bonifacio Global City Taguig City Philippines

Answering incoming calls and emails in an efficient manner identify questions, concerns, and overall needs. Provide accurate answers and solutions to customer queries, address customer complaints in a compassionate and patient manner.

July 2016 to September 2017
COUNTER SERVICE CREW – KENTUCKY FRIED CHICKEN
Pembo Makati City Philippines

Greet customers and ascertain what each customer wants and needs. Open and close cash registers, performing task such as cashier, dining and Kitchen.

- **SKILLS**

Resourceful and Flexible competent & Hardworking with leadership capability. Easy to socialize with others with positive attitude. A reasonable level of fitness. Punctual, reliable and trustworthy. Able to manage time effectively. Awareness of health and safety procedures. Reading skills for following instructions.

- **LANGUAGE**

- Fluent Filipino and English

CHARACTER REFERENCES

Rodel Cabiao
Senior Electrician - ACE Medical Hospital
09995542245

Eric Saldivar
Customer Service – Alorica
09081875848