

# DAN-ANA MANONG

Full name	Dan-Ana Gila Manong	Address	Dasmariñas, Cavite
Email	dananamanong@gmail.com	Phone	0995-012-5661

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## WORK EXPERIENCE

07/2016 -  
PRESENT

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### **Civicom Pacific Corp. (Hey DAN)**

Assistant Team Leader

- Acts as Team Lead whenever the Team Lead is out
- Communicate with clients via email and telephone when the need arises
- Transcribe audio files into an online web interface
- Conducting thorough research to ensure accuracy of the client's data in the system
- Complete all assigned data entry and tasks within required timeframes while maintaining high-level quality and accuracy

10/2015 -  
04/2016

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### **Honda Cars Cavite**

Credit and Collection Staff (Insurance Coordinator)

- Writing policies for new business and renewal car insurances
- Assisting clients regarding insurance packages
- Endorsing clients to BP-Service Dept. for claims
- Accomplishes monthly target quota

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## EDUCATION

2011 - 2015

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### **Bachelor of Sciences in Business Administration Major in Marketing and Advertising**

De La Salle University - Dasmariñas

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## SKILLS

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- Data Entry & Consolidation
  - Brand Management
  - Marketing & Sales
  - Advertising Management
  - Video and Photo Editing
  - Data Research
  - Technical Proficiencies:  
Computer Literate (MS Office)
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## CHARACTER REFERENCE

Available upon request