JADE ARVIN SIGLOS GARDOSE

CONTACT

Address : Tapon Norte San Jose, Negros Oriental
Phone : (+63)9364718783
Email :   jadearvin1992@gmail.com

PERSONAL INFORMATION

Age: 30
Birth Date: January 12, 1992
Gender: Male
Civil Status: Married
Birthplace: Toledo City, Cebu
Height: 5' 6"
Weight: 125 lbs.
Religion: Seventh Day Adventist
Nationality: Filipino

EDUCATIONAL ATTAINMENT

College

> Bachelor of Science in Computer Engineering
> Asian College
> ACSAT Bldg. Dr. V. Locsin St,Taclobo,Dumaguete City, Negros Oriental
> March 22, 2014

PRACTICUM TRAINING

- **E – Games Online Gaming Station**
  Computer Technical Assistant
  Computer Networking
  February 25, 2014

WORKING HISTORY

Customer Service Representative (CSR) 03 /2014 to 2017
Qualfon Philippines Inc.,
Customer Service Representative (CSR) 02/2017 to 2018
SPI Global Inc. (Western Union)
- Perform Executive assistant support functions and passionate about building strong customer relationships, driving brand loyalty, and increasing customer engagement

- Documenting all customer inquiries thoroughly and quickly
- Accurately & efficiently labeling store brand products for upcoming sales

Freelance Online Job

Corporate trainer / Employee Trainer 07/2018 to 2022
Remotasks / Scale Inc. (delivers high-quality training data for AI applications such as self-driving cars, mapping, AR/VR, and robotics)

- Evaluating employee needs and assessing employees' current knowledge levels and deciding which instructional areas could be beneficial for training.
- Designing training programs using Office applications to create materials for the programs, such as presentation slides or handouts.
- Assessing learning outcomes: using a variety of methods to assess the outcomes of a training session measuring employee progress and understanding the most helpful parts of the training.

PROFESSIONAL SKILLS
- Spreadsheet management
- Office Administration
- Time Management
- 50 WPM Typing Speed
- Office & messaging applications (Microsoft/Google/Slack/Discord)
- Experienced in Customer Service