

MARGARET S. GANOTAN

Lot46 Overseas Avenue Bankers 1 Bagumbong, Caloocan City- 09614227161

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To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

Experience

- Feb2022- July 2022
Online English Teacher- OSMI(Skyeng)
Teaches the English Language to adult students from Italy and Spain.
- December 2018- Feb. 2022
Online English Tutor- 51talk
 - Teaches the English language to students from ages 3yrs old to adults, such as English grammar, Conversational English, and Business English.
- April 2005- June 2014
Branch Supervisor- Universal Storefront Services Corp. (USSC)
 - Supervise Customer Service Personnel of the branch for the Western Union Money Transfer, Airline Ticketing (Domestic and International).
 - Handles customer inquiries, complaints and is responsible for all reports submitted to the head office. ▪ Handles Money Changing business.
 - Guides other branches for their manpower and other concerns.
 - Provides a monthly schedule and approves overtime of the colleagues.
 - Monitors the monthly traffic, revenue, and expenses of the branch.
 - Attend training and meetings from time to time provided by the company.
- August 2004- February 2005
Administrative Assistant – Rizal Commercial Banking Corp. (RCBC)
 - Assists Accounting Officers in the Salary Loan Department, in encoding and filing of loan applications ▪ Do some administrative work that may be assigned from time to time from the superiors.

Education

- June 2000- May 2004

Bachelor of Science in Business Administration

Major in Management Information System

Philippine School of Business Administration, Philippines

Skills

- Knowledgeable in Computer applications such as MS Word, MS Excel, MS Powerpoint. •
Management and typing skills
- Customer Service
- Decision-making skills
- Building commitment within the team.
- Communication and Interpersonal skills

Activities

- With TESOL Certificate
- Keen on learning new ideas and accepting challenges that require change.

