



#63A St. Mark St. Perpetual Village II, Pulang Lupa Las Piñas City
09169025488
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MARIA ELIZA CAMILLE Y. ALDANA

OBJECTIVE To be part of your company where I can maximize my skills, enhance my knowledge and at the same time, contribute to the growth of the company.

EXPERIENCE

HealthyBos December 2020 – November 2021

Appointment Setter / Lead Generator Specialist

- Appointment setter for a Pharmaceutical Company in US.
- Setting appointment to the doctor's office and patient calls
- Assigned in the back office if needed

SLK Global Philippines August 2020 – November 2020

Process Associate

- Handling inbound and outbound calls
- Handling outbound and inbound collections
- Handling some customers concerns.
- Process customer's payments

Sykes Asia April 2020 – July 2020

Collections Specialist

- Managing Collection
- Doing some back research to the customers
- Handling inbound and outbound calls
- Process payments

NEN Construction and Trading Inc. March 2015- December 2019

HR / Administrative Assistant

- Handling checks and Bank Transactions of the company
- In charge of Billing and Collections – prepare and organize billings
- Schedule and coordinate meetings, appointments and travel arrangements for Managers and supervisors
- Responsible for the preparation of documents needed for bidding
- Facilitates the administrative needs of new hires and ensures the collection, Compilation and completion of pre – employment requirements.

Asian Cable Communications Inc. (ACCION) June 2014 – January 2015

Marketing Assistant

- Organized a successful thanks giving event in Resorts World Manila for Asian Cables' Luzon Affiliates
 - Ensured that the event ran smoothly and according to the itinerary
 - Assessed and addressed in real-time any stop-gap issues that came up
- Conducted a Roadshow in Cebu for 100 persons
 - Responsible for the planning and assignment of the different resource

Precise Global Manpower Agency, Las Piñas City Sep2012-June2013

Recruitment Staff

- Successfully recruited 50 people and sent them overseas employment
 - Qualified and assessed the candidates for employment
 - Responsible for matching with employers and complete follow-up until employment
 - Ensured that all requirements were met before the employees left

Boracay Regency, Station 2, Malay Boracay Island Apr 2012-Aug 2012

Front Desk Department

Handle the check- ins and check- outs

**EDUCATIONAL
ATTAINMENT**

PATTS College Of Aeronautics, Parañaque City 2009-2014

Bachelor of Science in Tourism Management-Major in Airline Operations

SECONDARY:

Dela Carese Montessori, Las Piñas City

SKILLS

- MS Office
- Adaptability
- Customer Service
- Verbal Communication
- Interpersonal Skill

**SEMINARS
ATTENDED**

Front Office Seminar, **The Heritage Hotel** (2011)

**CHARACTER
REFERENCE**

Andrei B. Aldana *Concentrix*
OPERATIONS MANAGER
andrei.aldana@concentrix.com 09276741348

Princess Reyes *Zuellig Pharma Corporation*
MEDICAL REPRESENTATIVE
reyesprincessb@yahoo.com 09154100201

**PERSONAL
INFORMATION**

Age: 29
Civil Status: Married
Birthday: June 16, 1993
Height: 5'3
Nationality: Filipino
Religion: Catholic
