

## Rodessa Oliver Pascual

### PERSONAL DATA

---

Address:	Manila, Philippines 1700
Birth Date:	06-27-1996, Dingras, Philippines
Nationality:	Filipino
Civil Status:	Single
Mobile Number:	+639363506102
Email:	<a href="mailto:rodessaoliverpascual@gmail.com">rodessaoliverpascual@gmail.com</a>

---

### EDUCATION

---

<b>2015 – 2019</b>	<b>Bachelor in Science of Business Administration Major in Marketing Management</b> , Mariano Marcos State University of Philippines.
<b>2009 – 2013</b>	Marcos National High School, Philippines. (Secondary Education)
<b>2003 – 2009</b>	Ver Elementary School, Philippines.

---

### WORK EXPERIENCE

---

<b>October 1, 2020 To Present</b>	<b>Customer Service Staff in Tire Asia Group Inc</b> , Parañaque City, Manila, Philippines. (Sister's Company of HH Asia Tyre Corp)
<b>Key task / Responsibilities</b>	<ul style="list-style-type: none"><li>• Sales Invoicing and giving quotations of tires, parts &amp; labors.</li><li>• Assisting walk in customers about size of tires, engine services and etc.</li><li>• Sorting &amp; filing sale &amp; service invoices.</li><li>• Receiving phone calls about customer inquiries.</li><li>• Receives payment through cash and card basis.</li><li>• Requisition and inventory of office supplies.</li><li>• Input data sales, filing and submit reports every end of the day.</li><li>• Updating pricelist every price increase (tires and service).</li></ul>
<b>July 19, 2019 To Sept.30,2020</b>	<b>Customer Service Staff in HH Asia Tyre Corp.</b> , Parañaque City, Manila, Philippines.
<b>Key task / Responsibilities</b>	<ul style="list-style-type: none"><li>• Sales Invoicing and giving quotations of tires, parts &amp; labors.</li><li>• Assisting walk in customers about size of tires, engine services and etc.</li><li>• Sorting &amp; filing sale &amp; service invoices.</li><li>• Receiving phone calls about customer inquiries.</li><li>• Receives payment through cash and card basis.</li><li>• Requisition of office supplies.</li><li>• Input data sales, filing and submit reports every end of the day.</li></ul>
<b>June 3, 2018 To June 3, 2019</b>	<b>Service Crew at Northern Heritage Bus. Vent., (McDonald's)</b> Batac City, Ilocos Norte, Philippines.
<b>Key task / Responsibilities</b>	<ul style="list-style-type: none"><li>• Taking customer's order and input to POS.</li><li>• Assembling and organizing food.</li><li>• Maintaining cleanliness to avoid food contamination.</li><li>• Monitoring and replenish stocks (spoon, fork, table napkin &amp; etc.)</li><li>• Receives payment through cash.</li><li>• Sorting &amp; dumping garbage (non-biodegradable &amp; biodegradable).</li><li>• Attending customer concerns &amp; complaints.</li><li>• Buzzing out tables.</li></ul>
<b>August 22, 2013 To January 22, 2014</b>	<b>Service Crew &amp; Admin Crew at BCS Group of Companies (Jollibee)</b> Batac City, Ilocos Norte, Philippines.
<b>Key task / Responsibilities</b>	<ul style="list-style-type: none"><li>• Taking customer's order and input to POS.</li><li>• Assembling and organizing food.</li><li>• Maintaining cleanliness to avoid food contamination.</li><li>• Monitoring and replenish stocks (spoon, fork, table napkin &amp; etc.)</li><li>• Receives payment through cash.</li><li>• Filing and sorting cash receipts and petty cash vouchers.</li></ul>

- Handles cash fund
- Sorting & dumping garbage (non-biodegradable & biodegradable).
- Attending customer concerns & complaints.
- Buzzing out tables.

---

#### ATTENDED SEMINARS & TRAININGS

---

<b>MAY 2018</b>	<ul style="list-style-type: none"> <li>• 5<sup>TH</sup> Stratmark Convention: “Content Marketing”, MMSU Theatro Ilocandia City of Batac. Ilocos Norte, Philippines.</li> </ul>
<b>MAY 2017</b>	<ul style="list-style-type: none"> <li>• 4<sup>TH</sup> Stratmark Convention: “Dimensions in the new age of Business” MMSU Theatro Ilocandia City of Batac, Ilocos Norte, Philippines.</li> </ul>
<b>February 2017</b>	<ul style="list-style-type: none"> <li>• Junior Marketing Advocates MMSU Theatro Ilocandia City of Batac.</li> </ul>
<b>January 2016</b>	<ul style="list-style-type: none"> <li>• 3<sup>rd</sup> Stratmark Convention: “Integrating Character and Competence in Molding Competitive Marketers” MMSU Theatro Ilocandia City of Batac.</li> </ul>

---

#### ADDITIONAL SKILLS

---

<b>LANGUAGE SKILLS</b>	<p>English, Tagalog, Iloco (Native Tounge)</p> <ul style="list-style-type: none"> <li>• With good communication skills and Language proficiency.</li> <li>• Works with professionalism and maintains work ethics.</li> <li>• Excellent in Oral and Written communication skills.</li> <li>• Excellent interpersonal skills.</li> <li>• Has the ability to lead.</li> <li>• Willing to learn and be trained.</li> <li>• Computer literate (MS Word, Excel, PowerPoint, Outlook)</li> <li>• Has the knowledge on marketing and organizational skills.</li> </ul>
------------------------	--

---

#### CHARACTER REFERENCE

---

Max Arthur C. Polipol  
Swine Technician, Canada  
+1 (639) 535-0109

Charito B. Julian  
Assistant Professor IV  
Mariano Marcos State University, Philippines  
(+63) 927-943-1850

Robert Potentado  
Assistant Manager  
Tire Asia Group Inc., Philippines  
(+63) 917-623-6522