

## WORK EXPERIENCE

### **HSBC (Hongkong Shanghai Banking Corporation)**

#### ***Processing Executive – Mortgage Canada***

***Aug 2019 to Sep 2022***

- Duties involved Checking all the documents submitted by customers applying for mortgage and loan thru HSBC Canada.

#### ***CCSSR II – Customer Service Inbound***

***Apr 2019 to Jul 2019***

- Duties involved Customer Service, assisting inbound calls to existing HSBC customers and help them with any banking concern through our fantastic services while promoting customer loyalty and conduct anti attrition services.

#### ***CCSSR II – Customer Sales Outbound***

***Dec 2009 to Mar 2019***

- Duties involved Customer Sales, conducting outbound calls to existing HSBC customers and take them through our fantastic range of products and services while promoting customer loyalty and conduct anti attrition services.

### **Advance Ceramic X - Taiwan**

#### **Production Machine Operator**

***Mar 2007 to Dec 2008***

- Semiconductor processors oversee the manufacturing of electronic semiconductors, which are commonly known as integrated circuits or microchips. These microchips are found in all electronic devices - including cell phones, cars and laptops and are an important part of modern life.

### **Uniden Electronics Phils. Inc.**

#### **Production Operator**

***Jun 2006 to Oct 2006***

- The Production operator is responsible for assembling, testing, inspecting, and packaging per work instructions. Essential Duties and Responsibilities: Prepare product for shipment, including cleaning, limited inspecting, packaging, and shipping newly manufactured parts.

### **Lear Corporation Production Operator**

***Aug 2000 to May 2001***

- The primary role of the Production Assembler is to manufacture quality products in a safe manner. Responsible for assembling and/or fitting parts together to form complete units or subassemblies at a bench or a conveyor line.

## EDUCATION

### **The Sisters of Mary Girls Town School - 2001**

- ***Secondary Education – High School***

## SKILLS

- Sales skills
- Analytical skills
- Attention to detail
- Leadership and Management skills
- Strong operational and practical knowledge of Excel and Power Point.
- Time Management - Ability to prioritize tasks

## SEMINARS / TRAININGS ATTENDED

- Yellow Belt Six Sigma Training
- Caregiving program NC2 – Graduated 2013