

# CHRISTINE CAOILE CORONEL

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QUEZON CITY 1119



## PROFESSIONAL SUMMARY

Seeking opportunities where I can explore myself, utilize my skills, and to develop as a professional. To work hard with full determination and dedication to achieve organizational as well as personal goals and to use my skills in the best possible way for achieving the company's goals and to be able to develop my skills, abilities, and knowledge and to promote good relationships with others as I perform my duties and obligations for the perspective companies.

## WORK EXPERIENCE

### CONCENTRIX CVG PHILIPPINES

*Nov 2022 - July 2023*

CUSTOMER SERVICE ADVISOR

UP AYALA TECHNOHUB QUEZON CITY

- Handle customer inquiries, answering any questions and queries in person, over the phone, or online.
- Provide support and comprehensive product / service information to customers. •Build relationships with customers. ...

Assist customers in making purchasing decisions

### HC CONSUMER FINANCE

*Aug 2017 - Aug 2020*

JUNIOR CREDIT ADVISOR

SPARKSPLACE CUBAO QUEZON CITY

- Advise and educate individuals or organizations on acquiring and managing debt.
- Resolve customer concern

### EXQUISITUS MANPOWER SERVICES

*Aug 2016 - June 2017*

SERVICE CREW

- Perform food production duties or serve customers at the cash register following standard operating procedures.
- Ensure operations excellence by adhering to the systems and standards of the store. •Maintain a clean and organized workstation and ensures a clean guest area

## **ZEST MANPOWER SERVICES**

*Feb 2013 - Oct 2013*

### **FACTORY WORKER/CAKE DECORATOR**

- Provide and satisfied the volume of orders of cakes on time
- Talk with customers about their requirements.
- Produce sketches for designs and decorations to show customers.
- Give estimates for costs and time.

bake cakes to order.

add icing, chocolate, decorations and messages.

- Wrap finished cakes ready for delivery.

clean work areas and equipment.

## **POWERLANE RESOURCES INC.**

*Dec 2011 - Jan 2013*

### **FACTORY WORKER/CAKE DECORATOR**

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## **Educational BACKGROUND**

### **SECONDARY**

*2004-2008*

New Era High School



## **SKILLS AND COMPETENCIES**

Computer Literate

Excellent customer service

Excellent communication skills

Capable to work under pressure

Can undergo training

Highly motivated and good listener

Ability to handle multiple tasks simultaneously

Have sense of responsibility and work initiative

High energy, positive team player with an excellent work ethic, flexible and dependable

Well organized and has leadership and management skills.