



"To work in an organization which provides me with ample opportunities to enhance my skills and knowledge along with contributing to the growth of the organisation." "Looking for opportunities to incorporate my skills and training to help the company grow."



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# Janice Lizardo

## Customer Service Representative

### Skills

- Assists customers to their request
- Call properties to address customer's request
- Send email to both customers and properties

### Work Experience

**2022-2023**

#### Call Center Agent

Customer Service Representative

- Handling customer's request regarding Hotel, Cars and Airlines booking, complaint and special request

**2007-2018**

#### Factory Worker - South Korea

Machine Operator

- Create programs for new PCB at align machine
- Assemble PCB

**2000-2006**

#### Liip Food Processing Corp.

Production/QA Secretary

- Submit daily, weekly, monthly and annual production and QA reports
- Submit Monthly and Annual Inventory of production and QA stocks

### Education History

**1997-1999**

#### Trimex Computer School

- Computer Programming