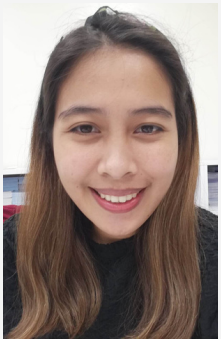
ANNA MAE CARA-AT

MARKETING&CUSTOMER SUPPORT



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PROFILE

Dedicated and detail-oriented person as Mktg and Customer Support Assistant for almost 7 years. Eager to apply for this kind of position where I can share my knowledge and expertise in marketing field. I'm very determined and efficient to do this job with less supervision.

SKILLS

Hard Skills

- Microsoft Programs
- Knowledgeable in Asana,Notion & Airtable

Soft Skills

- Efficient
- Independent
- Resourceful
- Problem-Solving
- Computer Literacy
- Teamwork
- Strong Communication

EXPERIENCE

MKTG & CUSTOMER SUPPORT ASST

DBP SERVICE CORP.

2016 - Present

- Conduct seminar on clients with regards to offered services and updates
- Handle & and solve customer complaint.
- Answer queries via email and telephone
- Monitor the performance of the company in terms of targets given

SEMINARS ATTENDED

- Effective Customer Support Service
- Interpersonal Communication for Business and Entrepreneurs
- PERSONAL FINANCE: Preparing for the Golden Years
- Self Mastery: The Key to Effective/Meaningful Living
- Self Mastery: 21st Century Leadership
- The Role of Business in Global Integration
- Developing an Entrepreneurial Mindset
- Accounting for Non-Accountants
- Seminar-Workshop on Quality Management System, Principle of 5s & RA # 11032
- Mind Setting in the Modern World of Business
- Certificate of Completion on SAP Business One
- Building A Successful Business Career
- Financial Skills that Matter
- Seminar on the Art of Social Graces, Work Ethics, and Career Dev't

EDUCATION

COLLEGE

University of San Jose -Recoletos
Bachelor of Science in Business Administration-General

2012-2015

GRADUATE SCHOOL

University of San Jose -Recoletos
Master in Business Administration

2017-2019