

# JOLINA ISIP. DELOS SANTOS

FINANCES SPECIALIST CUSTOMER  
SERVICE REPRESENTATIVE

## CONTACT

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## ABOUT ME

DOB: April 17, 1997

Age: 26

Gender: Female

Birth Place: Macabebe Pampanga

## OBJECTIVE

To secure a position with a well established organization with a stable environment that will lead to a lasting relationship in the field of Customer Service and to where I can apply my knowledge and skills for continuous improvement.

## SKILLS

Communication skill

Time Management

Self-Motivation

Adaptability

## EXPERIENCES

### CLUB NEWPORT VACATION CLUB

FINANCE SPECIALIST | FEB -2021 -APRIL -2024

I handled a Collection account. We help customers with their concerns and when in need help to change the card information and to collect their payments.

### PIC'N POP SNACK HOUSE

CO-OWNER | JANUARY 2019 - MARCH 2020

We manage a store where we sell beverages and food. We provide the best services and assistances

### BAMBOO TAVERN

WAITRESS | JUNE 2018 - DECEMBER 2018

I Served customers their food and drinks. Attend every customer's needs.

### ICORE

TRAINEE for customer service for 3 months 2017

## EDUCATION

### SYSTEMS PLUS COLLEGE FOUNDATION UNDERGRADUATE

Business Management 2015-2017

### SYSTEMS PLUS COLLEGE FOUNDATION ASSOCIATE DEGREE

Business Administration 2013-2015

### STA.MARIA NATIONAL HIGH SCHOOL

SECONDARY | 2009- 2013

### STA.MARIA ELEMENTARY SCHOOL

PRIMARY | 2003 - 2009