

Christine Kaye P. Sayloon

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Working in a BPO Industry for almost 4 years, multi-skilled experience in basic call handling, email and chat that possesses good interpersonal skills and manages multitasking effectively. Proven team player, flexible, fast learner and alert. Has zest of learning, high stress tolerance and willing to be trained.

OBJECTIVE:

To obtain a position and become associated with a company where utilization of skills is encouraged, and to gain future experience while enhancing the company's productivity.

EDUCATIONAL ATTAINMENT:

2014 - present	Davao Central College Bachelor of Elementary Education - Generalist
2010 - 2014	Inawayan National High School Inawayan Sta. Cruz, Davao del Sur
2004 -2010	Binugao Central Elementary School Binugao, Toril., Davao City

EMPLOYEMENT RECORD:

Market Research Interviewer:

Conduct surveys, collect and analyze data, allowing our clients to further understand their market and make informed decisions about future policies and initiatives. We help our clients to create a business plan, launch a new product, fine tune existing ones and expand into new markets.

July 2016 - January 2017

Survey Sampling International

4F NCCC Mall, Maa Davao City

Call in Order Expert

We act as a middle man between customers and restaurants. We take call in phone orders to different restaurants placed by our valued customers using our mobile app. Assures every detail of the order is correct and all special instructions were followed.

March 2017 – August 2019

CNM BPO Solutions

Km.5 Buhangin Grand Complex, Buhangin Davao City

Junior Recruiter

My key responsibilities include posting jobs ads, doing initial screenings and scheduling interviews. I do assist our company's recruiter specialist, hiring teams and candidates so the hiring process can run smoothly. Ultimately, I help our company find and hire the most qualified people for our open roles.

August 2019 - December 2019

Davao Therma South Inc. (Aboitiz Company)

Binugao, Toril Davao City, Davao Del Sur

Customer Service Representative

I do answer questions and resolve problems. When a customer calls and has an issue that needs to be handled, I usually open the customer's file in the company's computer system. We use this information to solve problems and may also make changes to customer accounts, such as to update an address on file or cancel a subscription)

February 2020 – April 2020

Turnkey Philippines 3F GIMS Bldg,

Ramon Magsaysay Ave Davao City, Davao

- ❖ Complete knowledge of virtual project management tools.
- ❖ Proficient in English language and ability to communicate effectively in a professional business manner
- ❖ Experience in handling the US based clients and work according to the US working hours.
- ❖ Well versed with MS office especially MS Word, PowerPoint Presentations and shortcuts of MS Excel.
- ❖ Excellent record of timely reply to the business correspondence on the various modes of communication. I hereby certify that the information is true and correct to the best of my knowledge and belief.

CHRISTINE KAYE P. SAYLOON