



MAE AMACNA

Phone: 09064170050

E-mail: amacnamae@gmail.com
linkedIn: maeamacna-20

CUSTOMER SERVICE REPRESENTATIVE

PROFILE

I'm looking for a company that is open for a challenge and willing to share new and fresh ideas.

EXPERIENCE

CUSTOMER SERVICES REPRESENTATIVE

Alorica Telerservices (July 2017- May 29 ,2021)

- Provide Excellent Customer Service Experience
- Help customer with Device, Account and Network Issues
- Sell and promote products.
- Work From Home since March 2020

APPOINTMENT SETTER

Stroid (2021-Present)

- Handling Inbound and Outbound calls, Setting up Appointments for car dealership based in US.
- Handling Text, Email and Chat campaign

SKILLS

- Excellent Communication Skills
- Social Media Management
- Blog post comment Moderating
- Calendar Management
- Automation
- Slack Utilization
- Data Entry

EDUCATION

VIRTUAL ASSISTANT

V Academy

COMPUTER HARDWARE SERVICING

lasaltech Inc. 2011-2013