

MYLEN MALIGRO TRIPOLI

Sitio Pamotosan, Brgy. Makinhas, Baybay City, Leyte, 6521 Philippines
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CAREER OBJECTIVE

As a candidate for this position, I am capable of handling multiple tasks on a daily basis. And, as a result of my experiences, I know I am creative problem solver who is dependable and good at time management. I am always upbeat and eager to learn new things.

QUALIFICATIONS PROFILE

Effective Communication Skills: Ability to interact and effectively communicate with people of different backgrounds. Honest, Reliable and Efficient: Strong morals and ethics ensure honesty, reliability, and the ability to undertake tasks responsibly and produce quality outputs under pressure.

PERSONAL INFORMATION

Nickname: May, Maymay
Gender: Female
Birthdate: March 14, 2000
Place of Birth: Baybay City, Leyte, 6521
Religion: Seventh-Day Adventist
Nationality: Filipino
Civil Status: Single

EDUCATION

Visayas State University (VSU), 2018-2022
Visca, Baybay City, Leyte
Cum Laude

VSU Senior High School, 2016-2018
Visca, Baybay City, Leyte
With Honor

Makinhas National High School, 2012-2016
Brgy. Makinhas, Baybay City, Leyte
With Honor

Makinhas Elementary School, 2006-2012
Brgy. Makinhas, Baybay City, Leyte
With High Honor

EXPERIENCES

Company: TELEPERFORMANCE
Address: IT Park, Cebu City, Cebu, 6000
Position: Customer Service Representative
Job description: Helping customers with their issues by giving them the finest solutions in a timely manner.
September 6, 2022 - January 19, 2023

AFFILIATIONS

Civil Service Commission (CSC)
Honor Graduate Eligibility *PD 907*
2022 - Present

TRAINING, CERTIFICATIONS, AND SEMINARS ATTENDED

Rice Machinery Operations (RMO) NCII
King Leon Integrated Farm (TESDA Accredited)
Brgy. Liberty, Hilongos, Leyte
May 25, 2023

School Learning Action Cell Session on Giving Constructive Feedback
Baybay National High School
30 de Diciembre St., Baybay City, Leyte, 6521
April 8, 2022

Teaching Internship
Certificate of Completion
Bunga National High School
May 27, 2022

AREAS OF INTEREST

- Customer Service
- Develop academic curriculum for different grades.
- Implement the school-wide and classroom management policies and practices.
- Organize group activities.
- Provide special attention to students who have difficulty studying.
- Project management, Administrative/Office Staff