



MONTYZA SALABAO DERCHO

Address: Brgy. Hibunawan Baybay City, Leyte

Email: dmontyza@gmail.com

Cell Number: +639383210834 / +639924022321

PERSONAL PARTICULAR

Age: 24 Years Old
Gender: Female
Date of Birth: November 22, 1998
Place of Birth: Baybay City, Leyte
Nationality: Filipino
Status: Single
Religion: Roman Catholic
Language Spoken: Filipino, English, Cebuano

EDUCATIONAL BACKGROUND

Elementary: 2005 - 2011

*Hibunawan Elementary School
Brgy. Hibunawan Baybay City, Leyte*

High School: 2011 - 2015

*Baybay National High School
30 de Diciembre Street Baybay City, Leyte*

College: **BACHELOR OF SECONDARY EDUCATION MAJOR IN ENGLISH**

2015 – 1ST SEMISTER ONLY

*Northern Quezon College Incorporated
Brgy. Common, Infanta, Quezon*

June 2016 – May 2020

*Franciscan College of the Immaculate Conception
A. Bonifacio St. Baybay City, Leyte*

WORK EXPERIENCE

FIRST INNOVATE SOLUTIONS BPO

Poblacion Zone 11 Baybay City, Leyte

COLD CALLER

APPOINTMENT SETTER

May 11 2020 – November 23, 2020

• Medicare Campaign

WELMA NON-SPECIALIZED WHOLESALE TRADING

R, Magsaysay Avenue, Baybay City, Leyte

ON-CALL STAFF

December 21, 2020 – August 3, 2021

FREELANCER (UPWORK)

Home-based Job – Property Outreach

April 1, 2021 – August 30, 2022

ESL TEACHER (UPWORK)

Home-based Job

November 10, 2022 – July 30, 2023

PERSONAL SKILLS

- Customer and Service Oriented
- Data Entry Documentation
- Team Player
- Computer Literate
- Microsoft Office – Word, PowerPoint and Excel Proficient
- Good Communication Skills
- Can work with or without supervision

ACHIEVEMENTS

FIRST INNOVATE SOLUTIONS, BPO

Certificate of Recognition:

BEST TEAM PLAYER of the MONTH – July, 2020

TOP SALES AGENT of the MONTH – September, 2020

LICENSED PROFESSIONAL TEACHER

October, 2022 Examination

REFERENCES

DELLIO V. BELMORES

FCIC Instructor

09304932740

JEMIERA BASALO

Operating Manager, FISBPO

09153305238

AEVEE HEIRESSHE F. BORJA

Sangguniang Panglungsod- Secretary

09368221854

MARGIE SUAREZ

Team Leader, FISBPO

09632658770