



VANI CAMANDONA LORETO

Baybay, Leyte | 09700683183 | vcloreto01@gmail.com

Results-driven Magna Cum Laude graduate eager to apply academic excellence in a dynamic communications role. Seeking to contribute to the success of a forward-thinking organization by leveraging honed communication skills, strategic thinking, and a passion for effective message. Has relevant background in interpersonal relation and communication.

EXPERIENCE

AUGUST 2022 -
OCTOBER 2023

CUSTOMER SERVICE REPRESENTATIVE, ALORICA CUBAO

Customer-focused professional with a proven track record as a Customer Service Representative. Known for exceptional communication skills, problem-solving abilities, and a dedication to ensuring customer satisfaction. Experienced in handling inquiries, resolving issues, and maintaining a positive customer experience.

MAR 2023 -
JULY 2023

SOCIAL MEDIA INTERN, PHILHEALTH MAIN OFFICE

Dynamic and results-oriented intern with hands-on experience in PhilHealth's Social Media Department. Contributed to social media content creation, engagement strategies, and campaign execution. Developed a solid understanding of digital marketing and communication practices while supporting the organization's goals in a collaborative team environment.

SEPT 2020 -
AUGUST 2021

BOOKKEEPER ASSISTANT, SAVERNET'S MARKETING

Proficient in maintaining accurate records, reconciling accounts, and supporting financial reporting processes. Demonstrated ability to collaborate with team members to ensure the smooth flow of financial operations.

EDUCATIONAL BACKGROUND

2019 - 2023

BACHELOR OF ARTS IN ENGLISH LANGUAGE STUDIES

Magna Cum Laude
Consistent President Lister (2019-2023)
Polytechnic University of the Philippines
Sta. Mesa, Manila

2017 - 2019

HUMANITIES AND SOCIAL SCIENCES

Class Valedictorian
English Christian Academy
Antipolo, Rizal

2013 - 2017

SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS CURRICULUM

With Honors
Baybay National High School
Baybay City, Leyte

2007 - 2013

ELEMENTARY EDUCATION

2nd Honorable Mention
President Carlos P. Garcia Elementary School
Baybay City, Leyte

SKILLS

- Strong written and verbal communication abilities.
- Skilled in critically analyzing texts and ideas.
- Capable of conducting thorough research and synthesizing information.
- Proficient in crafting well-structured and grammatically correct content.
- Developed empathy and cultural sensitivity through literature and language studies.

TRAININGS AND SEMINARS CONDUCTED

- **Annyeong Meron Sayo? The Korean Way of Overcoming the Online Challenges of Learning in Pandemic**
Polytechnic University of the Philippines
Department of English, Foreign Languages and Linguistics, Extension Student Corps (ESC)
September 16, 2021
- **Teach Me How: A Webinar on Approaches and Methods in ELT**
Polytechnic University of the Philippines
Department of English, Foreign Languages and Linguistics
December 3, 2021
- **On Leading: No Lead Without a Flock**
Polytechnic University of the Philippines
Department of English, Foreign Languages and Linguistics, SAMASA PUP CAL
February 24, 2022
- **The Teeter-Totter of Varied Englishes: Highs and Lows of Prestigious Linguistic Standards**
Polytechnic University of the Philippines
Department of English, Foreign Languages and Linguistics
July 9, 2022

REFERENCES

- Regine Guevarra
09270398757 / rguevarra89@alorica.com
T-Mobile Mentor
- Janeah Althea Abellana
09263110316 / janeahaltheaabellera@gmail.com
PUP Organizer