

MA. JACKIELOU Q. POLLOSCO



✉ majackieloupollosco@gmail.com

📍 Don Felipe Larrazabal, Ormoc City

☎ +63963 - 832 - 0919

PROFILE

I am a qualified and professional individual who provide the best services to the company and its clients by applying the knowledge, skills and abilities that I have learned. At the same time, to develop my potentials into strength for the purpose of personal advancement and contribution to the organization. A team player with an eye for detail.

EDUCATION

TERTIARY

Bachelor of Secondary Education
Major in Filipino
Sts. Peter's College of Ormoc
Fr. Ismael Cataag St., Ormoc City
2019 - 2020

SECONDARY

New Ormoc City National High
School
Aunubing St., Ormoc City
2010 - 2011

ELEMENTARY

Ormoc City Central School
Carlos Tan St., Ormoc City
2006 - 2007

EXPERIENCE

PARISH SECRETARY

Sts. Peter and Paul Parish

Aviles St., Ormoc City

April 2020 - February 2022

- Working as a frontliner in dealing with clients and parishioners
- Answering and directing phone calls
- Organizing documents and paperworks and maintaining a file system
- Coordinating with parish moderators and co-workers in order to have a harmonious and healthy working environment

CUSTOMER SUPPORT REPRESENTATIVE

Alorica Cebu

Skyrise 4 Bldg., IT Park, Lahug, Cebu City

October 2016 - September 2017

- Answering and directing phone calls
- Assisting clients queries and problems
- Walking through clients in troubleshooting
- Providing a satisfactory service to the clients and the company