

***Marie Sheilen Q. Sarte***

244 Gove. Larena Drive, Dumaguete City

0936-179-3033

Email Address:

[msqsarte@gmail.com](mailto:msqsarte@gmail.com)

***PROFILE***

AGE: 37

STATUS: Married

DATE OF BIRTH: August 1, 1980

PLACE OF BIRTH: Dumaguete City

RELIGION: Roman Catholic

CITIZENSHIP: Filipino

***EDUCATIONAL BACKGROUND***

ELEMENTARY :   West City Elementary School

1987-1993 Dumaguete City

SECONDARY : Negros Oriental High School

1993-1997 Dumaguete City

TERTIARY :  Central Visayas Polytechnic College

1997-2000 Dumaguete City

***EMPLOYMENT BACKGROUND***

**ONLINE FREELANCER**

**Odesk.com**

January 2011 – March 2016

Skills: *Web Research, Administrative, SEO, Data Entry, Customer Service Representative*

**CUSTOMER SERVICE REPRESENTATIVE**

**Qualfon Phils Inc**

January 21, 2013/ October 7, 2014

Skills: *Supervisor Group-Executive Resolutions Dept. (Sup-ERD) Tier II*

Program: *Straighttalk   (Technical Support)*

**Teleperformance** (Cebu)

August 18, 2015 – June 1, 2016

Skills: *Customer Service*

Program: *Blue Shield of California (Healthcare)*

**SPI Global Inc.**

July 1, 2016 – October 29, 2016

Skill: *Outbound CSR*

Program: *Springer Nature Textbook Adoption Fall Campaign (Textbook Campaign)*

**Teletech Corporation** (Dumaguete)

October 31, 2016 – April 2017

Skill: *Customer Service*

Program: *Blue Cross Blue Shield of Georgia (Healthcare)*

**SPI CRM Inc.** (Dumguete)

Aug 29, 2017 - Oct 10, 2017

Skill: *Customer Service*

Program: *LifeTouch ( Pictures)*

***CERTIFICATION***

**GLOBAL COMMUNICATIONS TRAINING**

*ePerformax Global Communications and Management Academy*

March – July 2015