

**Ma. Dorothy C. Balingit**

**#6 Cashmere St., Vergonville Subd., Pulanglupa, Las Pinas City**

**Cell: 09086745050 E-mail Add:** **ina\_pasaway17@yahoo.com**

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**Objectives:** To be effective and efficient in all the jobs assigned to me thus uphold the standards of the company I am in and give the best that I can to contribute to its further growth.

**WORK EXPERIENCE:**

**TELETECH**

**TELSTRA POWERED BY Teletech**

Ecom V, Sunset Blvd., MOA, Pasay City

**Digital Back of House,Bundles order Processing agent**

April 9, 2014 - May 14, 2015

**Digital Back of House Email Support**

May 15, 2015 - December 07, 2015

**Mobile Assurance Technical Support, Front of House**

December 15, 2015 to May 2017

**Residential Billing**

May 2017 to July 2017

**CONVERGYS**

Northgate, Cyberzone, Filinvest Corporate City

Alabang Zapote Road, Muntinlupa City

Customer Service Representative

October 2013 – January 2014

**TELEPERFORMANCE**

2nd flr. North Bldg. Mall of Asia, Pasay City

Call Center Agent / Receivables Management

September 2012 – June 2013

**SPI TECHNOLOGIES Inc.**

Pascor Drive, Sto. Niño, Paranaque City

On Call Data Technician/ Encoder ---PROJECT BASIS

November 2011 – December 2011

January 2012

**Pavillion “Mayor’s Residence”**

Manuela Subd., Las Piñas City

Madam Imelda Aguilar Personal Secretary

January 2011 –Ocotber 2011

**Las Piñas City Hall**

Alabang Zapote Road,Las Piñas City

Lab Assistant

Ocotber 2011 – January 2012

**VUITTON BAR & RESTAURANT**

Fuji, Shizuoka – ken, Japan

Waitress/Cashier/Receptionist

February 2005 – August 2005

**PALMTREE HOTEL BAR & RESTAURANT**

**Front Desk Officer**

Ibaraki-ken, Japan

September 2001 – March 2002

November 2002 – May 2003

August 2003 – February 2004

**Wendy’s Family Restaurant**

Service Crew

Sept 2000 – Feb 2001

**Shakey’s Family Restaurant**

Service Crew

June 1996 - August 1996

**Opportunities Unlimited**

**Islacom**

**PAGER** operator

September 1999 - December 1999

**SPECIAL SKILLS**

Computer literate. Knowledge in Microsoft Power point, Microsoft Word, Internet Browsing. Can type 40 words per minute. Can speak in Tagalog, English and Japanese.

**EDUCATIONAL BACKGROUND**

**TERTIARY :** St. Louis UniversityBaguio City

 AB in Communication (undergrad)

 1995 – 1996

 **:** STI College Las Pinas City

 Diploma in Computer Science

 2006– 2008

**SECONDARY :** University of Perpetual Help Rizal

 Business Highschool

 1994 – 1995

**PRIMARY :** Pamplona Elementary School Central

 1989 – 1990

**PERSONAL BACKGROUND**

**Date of Birth :** November !0, 1976

**Place of Birth :** Pasay City

**Religion :** Catholic

**Citizenship :** Filipino

**Height :** 5’4”

**Weight :** 110 lbs.

**Sex :** female

**Civil Status :** single

**Mother’s Name :** Noemi P. Caluza

**Father’s Name :** Jessie C. Balingit

**Person to be contacted in case of emergency:**

Oliver O. San Miguel 1198 Tramo St. Pulanglupa uno, Las Piñas City

 09476205447/(02) 8936650/ (02) 3565337

**PERSONAL REFERENCES**

**Mrs. Irene Osillos**

**Telstra Powered by Teletech**

**Chat Support - Small Business**

09055008610

**Ms. Jane Paracale**

SPI Technologies Inc.

09285204404

**Ms. Shiela Pineda**

Executive Secretary of Hon.Mayor Imelda Aguilar

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