



# LIDE MAE C. FRONDOZA

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## CAREER OBJECTIVES

To work as a home based employee that will enable for me to use my various skills in computer and give service to client's need. Willing to learn, to be trained and work as a team.

## SKILLS:

- Good communication Skills..... ★★★★★★★★★★
- Customer Service satisfaction..... ★★★★★★★★★★
- Desktop publishing..... ★★★★★★★★★★
- Administrative & Clerical Task..... ★★★★★★★★★★
- General Virtual Assisting Task..... ★★★★★★★★★★
- Microsoft Office..... ★★★★★★★★★★
- Internet Savvy..... ★★★★★★★★★★
- Microsoft Office..... ★★★★★★★★★★
- Advertising..... ★★★★★★★★★★
- Lead mining & researching..... ★★★★★★★★★★
- Sales and Marketing..... ★★★★★★★★★★
- Cold Calling..... ★★★★★★★★★★

## BACKGROUND:

Ibox Global Philippines Inc.,  
 Sm Lanang Premier, Davao City  
 Customer service Representative  
 January 26, 2014- April 9, 2014

Synergy Interactive Technologies  
 3<sup>rd</sup> Fr. Metro Lifestyle Bldg. Davao City  
 Call Center Agent (Outbound)  
 Oct. 6, 2012 - November

### FUN FACTS

STEEL GENIUS

[www.mygeniustest.com](http://www.mygeniustest.com)

I am a steel genius like Mark Zuckerberg, Marrie Currie and Benjamin Franklin. I am excellent at the details, love to get things done, but don't like it when other get things wrong. I learn to lead, and have the formula of Steel genius.

