

# Shameilla C. Manalo

Looc Locatha, Lapu-Lapu City, Cebu, Philippines

Age: 21 | September 5, 2004

Filipino | Roman Catholic | Single



## Objectives

Seeking a challenging position in a reputable organization to expand and utilize my learning, skills and knowledge. Possess excellent communication skills and have an eye for detail. Flexible to work in any environment as required.

## Educational Background

- **Cebu Technological University – Main Campus**  
Bachelor of Science in Information Systems (Undergraduate)  
MJ Cuenco Avenue, Cebu City
- **Advance Institute of Technology, Inc.**  
Senior High School Graduate – STEM Strand  
Sangi New Rd, Pajo, Lapu-Lapu City
- **Gun-ob High School**  
Junior High School Graduate  
Gun-ob, Lapu-Lapu City
- **Lapu-Lapu City Central Elementary School**  
Elementary Graduate  
P. Rodriguez St., Lapu-Lapu City

## Work Experience

- **Concentrix Daksh Services Corporation Philippines**  
Customer Service Representative | June 11 – September 30, 2024  
8 Newtown Blvd, Lapu-Lapu City, Cebu
- **Amazon Operations Services Philippines**  
Operations Associate | May 26 – August 31, 2025  
AIA Building, Cebu Business Park, Cebu City

## Skills and Qualities

- Troubleshooting and Technical
- Customer Service
- Problem Solving
- Microsoft Office
- Team Collaboration
- Social Media Creativity
- Hardworking
- Fast Learner
- Responsible
- Adaptable
- Detail-Oriented
- Can Work Under Pressure

## References

Marsha Mae M. Adem  
Amazon Operations Services Philippines  
Customer Service Associate  
09683171799