

JUNILYN GARDE

ACCOUNT EXECUTIVE



ABOUT ME

Proficient in administrative support, scheduling, and digital organization, I provide reliable and efficient assistance to teams. Adaptable to new tools and committed to professionalism, I excel at streamlining processes and ensuring smooth operations.

CONTACT

+63-9380528128

Purok A, Brgy. Sanfrancisco, Panabo
Dava Del Norte

neciejj@gmail.com

EDUCATION

UNIVERSITY OF MINDANAO

High School
1989-1993

UNIVERSITY OF MINDANAO DAVAO COLLEGE

1993-1997

FIL-CANADIAN TRAINING CENTER

Vocational Course
2019 - 2020

SKILLS

- Efficient handling of documentation, data entry, and record management
- Scheduling appointments & Calendar Management
- Online Communication: Professional email management, client correspondence, and good communication skills
- Adaptability: Quick learner of new tools, platforms, and software

LANGUAGES

Tagalog English

WORK EXPERIENCE

FLATWORLD SOLUTIONS INC.

Outbound Account Executive - October 2023- April 2026

- Quality Service-Mortgage Loan
- Debt Resolution Program
- Central USA-Telesales Lead Generation
- B2B-Appointment Setter
- Health Insurance

Proven professional in outbound calling, lead generation, and appointment setting across finance, sales, and insurance industries.

Teleperformance

Customer Service - June 2023-October 2023

- Technical Support
- Skilled in handling inquiries, Efficient in resolving issues and account concerns & Focused on providing clear solutions in one interaction.

ENTERTAINMENT RELATED WORK EXPERIENCES (ABROAD)

- Professional Lead Vocalist - 2001-2018

International musician with over a decade of performance experience across premier hotels and venues in Japan and China

PERSONAL INFORMATION:

Gender:	Female
Marital Status:	Separated
Birthdate:	October 7, 1980
Birthplace:	Panabo City
Religion:	Roman Catholic

I hereby certify that the above information given are true and correct as to the best of my knowledge.