

# ARNELL DIANNE FALLER

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## PROFILE

- Motivated individual with a ability to adapt to diverse working environment and challenges. Has skilled in collaborating with individuals from different backgrounds to ensure positive outcomes.
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## SKILLS

- Able to communicate effectively with others
  - Open to new ideas and willing to learn new ways
  - An effective written and verbal communicator with the ability to covery information clearly and concisely
  - Independent and self reliant but also a team player.
  - Proficient in Microsoft Office Suite
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## EXPERIENCE

- **PRIVATE TUTOR**  
2019- 2022  
Private tutoring using active teaching to ensure outcome learning.
  - **ESL TEACHER**  
2022- 2023  
One-on-one online teaching with learners from diverse cultures and learning styles.
  - **SALES REPRESENTATIVE**  
2023-2024  
Handled customer inquiries with professionalism and efficiency regarding sales and products
  - **CUSTOMER SERVICE REPRESENTATIVE**  
Effectively solved customers concern and inquiries
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## EDUCATION

- Southern de Oro Philippines College
  - LET 2024 Passers
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## CONTACT ME



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Filipino

# ARNELL DIANNE FALLER

Puntod, Cagayan De Oro City | 09356025393 | [adcunado.06@gmail.com](mailto:adcunado.06@gmail.com)

Dear HR Manager,

Good day!

I am writing to express my interest in applying for a position at your esteemed company. While I do not have direct experience in this field, my background as a Cashier, ESL Teacher, and Sales Representative has equipped me with the necessary skills and qualifications to succeed in this role.

My previous experiences have provided me with a solid foundation in delivering exceptional service. I have worked with customers and students from diverse backgrounds, which has enhanced my ability to address their needs effectively by staying organized, addressing their concerns, and providing practical solutions to their problems. These roles have helped me develop transferable skills that I am confident will contribute positively to this position.

Additionally, I pride myself on being highly organized and detail-oriented, which allows me to manage customer accounts and transactions accurately. I am also dedicated, patient, and compassionate—qualities that align with the values your company seeks in an employee. I believe my work ethic and commitment to excellence make me a strong candidate for this role.

I am excited about the opportunity to contribute to your company's success and bring enthusiasm, professionalism, and a results-driven approach to the team. I would greatly appreciate the chance to discuss how I can contribute to your organization.

For you to get to know my credentials, I attached my resume here for your perusal. I can be reached through my phone number 09356025393 and email address [adcunado.06@gmail.com](mailto:adcunado.06@gmail.com). Thank you for your kind consideration.

Thank you for considering my application. I look forward to the opportunity to speak with you further about this exciting opportunity.

Sincerely,

Arnell Dianne Faller