

Razel Mae L. Genel

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Objective:

Seeking a challenging opportunity in a new environment working in a remote set up where I can leverage my communication and computer skills to contribute effectively to a dynamic team while enjoying the flexibility of being in the comfort of my home.

Personal Data:

Age	:	24
Gender	:	Female
Date of Birth	:	August 02, 2000
Place of Birth	:	Bindoy, Negros Oriental
Civil Status	:	Single
Nationality	:	Filipino

Educational Background :

Primary	:	Tinaogan Central Elementary School Tinaogan, Bindoy Negros Oriental
Highschool	:	Mabinay National High School Poblacion, Mabinay Negros Oriental
College	:	Negros Oriental State University Dumaguete City, Negros Oriental Bachelor Of Arts In Mass Communication (Undergraduate)

Work Experience:

Customer Service Representative

Straighttalk (Qualfon Dumaguete) June-December 2022

- Handled customer queries and resolved issues (Telecommunications Account)

Wonders Corporation (Piapi, Dumaguete) January 2023 – January 2024

- Order taking calls for more than 2000 Chinese restaurants all over US for 6 months and became mentor for 6 months

Arete Solutions (Work from home) April 2024 - February 2025

- Order taking calls for Chinese, Japanese and VVIP restaurants on limited restaurants in the US (Pioneering order taking account)

Skills:

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| <ul style="list-style-type: none">• Customer Service• Excellent communication skills• People Skills• Attention to detail• Time Management• Organization | <ul style="list-style-type: none">• Strong Work Ethic• Computer Literacy• Typing Skills : 60 WPM |
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