

Mary Jane Torio

CPR #: 881157821

Contact Number: (+973) 3538 3115



Objective

Seeking a challenge with a progressive organization path. To improve my skills, knowledge and responsible in every designed task and goal oriented in my chosen field.

Personal Info

Address

Block 321 Road 339 Palace Avenue
Batool Bldg. 283 Flat 13 Al Gudaibiyah,
Manama, Kingdom of Bahrain

E-mail Address

mjanetorio.17@gmail.com

Place of birth

Manila, Philippines

Date of birth

01-November-1988

WhatsApp

(+973) 35383115

Marital Status

Single

Citizenship

Philippines

Skills

- COMPUTER LITERATE (Intermediate)
- Time Management (Intermediate)
- Ability to Work Under Pressure (Intermediate)
- Knowledgeable on modern technology (Software, Hardware, Applications, Specifications) (Intermediate)
- Can Communicate People (Intermediate)

EXPERIENCE

2019 - February to Present

Customer Service Representative / Party Coordinator

Alazzam Group / Stiller Agency for Supply Worker W.L.L.

Location: Manama, Kingdom of Bahrain

Company Industry: Catering/Food Services/Restaurants

Description: Customer Service Representative (Call Center Agent) and Party Coordinator (Party Handler and Hosting)

2018 - October to 2018 – December
Product Sales Specialist / Team Leader

Meizu Philippines

Location: Metro Manila, Philippines

Company Industry: Telecommunications

Job Role: Product Team Leader and Product Specialist

Destination Assignment: South Luzon, Antipolo City, Rizal, Philippines

2016 - December to 2018 – February
Party Coordinator / Cashier

Jasmis Corporation

Location: Manama, Bahrain

Company Industry: Catering/Food Services/Restaurants

Job Role: Party Coordinator / Service Crew

Description: Party Handler and Hosting / Certified in Cashier

2015 – March to 2016-September
Team Leader Coordinator / Brand Ambassador
MSI-ECS PHILIPPINES

Location: Philippines

Company Industry: Information Technology /
Telecommunication

Job Role: Sales Team Leader Coordinator / Brand
Ambassador / Handling Customer Complaints

Brand Specialist: Samsung, Sony, Nokia, Acer,
Asus Huawei and Lenovo

Store Assignments:

-Festival Mall Alabang, Muntinlupa City,
Philippines

-SM Mall Trece Martires, Cavite, Philippines

-SM Mall Rosario, Cavite, Philippines

-SM Mall Muntinlupa City, Philippines

-SM Mall Fairview, Quezon City, Philippines

-SM Mall Cainta Rizal, Philippines

2014 – November to 2015 – March
Brand Ambassador
PHILIPPINE OPPO MOBILE TECHNOLOGY INC

Location: Philippines

Company Industry: Telecommunications

Job Role: Brand Ambassador / Sales Consultant

Brand Specialist: OPPO Smartphones

Store Assignment:

-SM Mall Manila, Philippines

-SM Mall of Asia Pasay City, Philippines

2013 – September to 2014 – September
(3IC) 3rd In Command/ Merchandiser / Product Inventory Encoder
TAODHARMA INC. / ALLPHONES PHILIPPINES

Location: Philippines

Company Industry: Telecommunications (Partner of Globe Telecom Philippines)

Job Role: (3IC) 3rd In Command (Officer In Charge / Merchandiser / Product Inventory Encoder / Handling
Customer Complaints

Brand Specialist: Apple, Samsung, Sony, Nokia, Huawei, Acer, ASUS and Lenovo

Store Assignments:

-iMall Canlubang, Laguna, Philippines

-Robinsons Imus City, Cavite Philippines

2010 – May to 2013 – August

Product Care Personnel / Field Coordinator-Merchandiser

MIND ALLIANCE VENTURES INC.

Location: Philippines

Company Industry: Telecommunications

Description:Product Care Personnel and Field Coordinator Merchandiser / Customer Service Representative

Brand Specialist: iPhone, Samsung, Sony, Nokia, Huawei, Acer, ASUS and Lenovo

Store Assignments:

- Robinsons Ermita Manila, Philippines
- SM Mall Cubao, Quezon City Philippines
- SM Mall Muntinlupa City, Philippines

2008 – October to 2009 – March

Party Coordinator / Service Crew

Golden Arches Development Corporation - MC DONALD'S Philippines

Location: Philippines

Company Industry: Catering/Food Services/Restaurants

Job Role: Party Coordinator / Service Crew

2005 – June to 2008 – July

Crew Trainer / Regular Crew / Party Coordinator

JOLLIBEE FOODS CORPORATION

Location: Philippines

Company Industry: Catering/Food Services/Restaurants

Job Role: South Area Crew Trainer / Regular Crew

- Promoted as President of Crew Trainer's Club in South Area Manila Philippines and Certified Regular Crew
- Certified in Counter Station
- Certified in Party Coordinator Host
- Crossed Trained in Kitchen and Soda Station

Training and Certifications

MICROSOFT PC AISLE ACCREDITATION PROGRAM 2015

December 2014 to December 2015

Education

2005 – June to 2015 – October

COLEGIO DE SAN PEDRO

ASSOCIATE IN COMPUTER TECHNOLOGY

2001 – June to 2005 – April

PEDRO E. DIAZ HIGH SCHOOL

1996 – June to 2001 – March

SAN PEDRO CENTRAL ELEMENTARY SCHOOL

References

MR. ROY B. DOROMAL

Job Role: STORE MANAGER

Company Name: JASMIS CORPORATION (BAHRAIN)

Phone Number: (+973) 37347378

MRS. MARY DUGAN

Job Title: SEWER

Phone Number: (+632) 7781838

MR. REYMON MADERA

Job Title: DATA ENCODER

Company Name: MIND ALLIANCE VENTURES CORPORATION (PHILIPPINES)

Phone Number: (+63) 09954743190

I hereby certify that the above information's are true and correct to the best of my knowledge and belief.

Mary Jane Torio