

Jomarri Oaferina

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Summary

Adaptable and detail-oriented professional committed to excellence, continuous learning, and delivering reliable support with accuracy, efficiency, and professionalism.

Core Skills

- AI Tools:** ChatGPT, Google Gemini
- CRM & Marketing:** GoHighLevel (GHL), Email Design
- Content & Design:** Canva, Social Media Content Creation, Basic Video Editing
- Administrative Support:** Data Entry, Online Research, Email Management, File Organization
- Technical Skills:** Website Design, Google Workspace, Microsoft Office
- Professional Skills:** Attention to Detail, Organizational Skills, Adaptability, Time Management, Problem Solving

Experience

- HOME CREDIT Philippines

Sales Associate

 - Assisted customers with applications, inquiries, and account-related concerns.
 - Maintained accurate records and processed transactions using company software.
 - Provided product information and customer support in a fast-paced environment.
 - Ensured a positive customer experience through professional service.
- Hood-EPC (Under FPIP Utilities Inc.)

Office Support Staff

 - Managed office supplies, equipment, and inventory to support daily operations.
 - Maintained accurate records and correspondence for efficient documentation.
 - Performed data entry and administrative tasks using Microsoft Office.
 - Monitored stock levels and coordinated supply replenishment as needed.
- Samsung Electro Mechanics Philippines

Production Operator

 - Monitored production activities and quality standards.
 - Operated equipment and followed established procedures.
 - Performed routine inspections and basic maintenance.
 - Organized materials and supported efficient operations.

Education

Information Technology Coursework
Laguna University (Sta.Cruz Laguna)