



# Amabelle Mercado

Executive Assistant

## About Me

I am a highly skilled Executive Assistant and customer service advocate. With a strong attention to detail, I ensure projects are completed on time and with the utmost confidentiality. With more than three years of experience, I excel in providing outstanding support to clients. From administrative tasks to email and social media management, web and graphic design, and video editing, I possess a diverse skill set. Collaborate with me to achieve your goals and witness the success of your business.

## Education

AB Mass Communication

Centro Escolar University | 1996 - 2000

## Skill

- Customer Service
- Digital Marketing
- Video Editing
- Social Media Management
- Web Design

## Certificate

- Certificate in Social Media Management
- Certificate in Facebook Ads
- Certificate in WordPress Freelancing
- Certificate in Shopify Freelancing

## Contact me at

✉ ama@amabellemercado.com

☎ 0917-765-1625

🌐 [www.amabellemercado.com](http://www.amabellemercado.com)

## Experience

### Webmaster

AMW MARKETING & DESIGN  
January 2022 - Present

### Executive Assistant

CLEARDESK  
October 2021 - October 2023

### Rep II, Customer Service Ops

CARDINAL HEALTH INTERNATIONAL  
PHILIPPINES  
September 2017 - April 2019

### Customer Solutions Officer

CITIGROUP BUSINESS PROCESS SOLUTIONS  
January 2017 - July 2017

### Senior Process Associate

TATA CONSULTANCY SERVICES  
May 2014 - November 2016

### Activations Specialist

STARTEK  
September 2010 - November 2011

### Customer Service Representative

TELETECH  
January 2007 - May 2009