



Amabelle B. 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

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