



Amabelle B. Mercado

Executive Assistant

About Me

I am a strategic, detail-oriented professional with over 4 years of experience optimizing operations for high-level executives. My expertise lies in managing complex administrative environments, from overseeing confidential projects to handling multi-channel digital management. By combining my technical skills in web design and video editing with strong organizational abilities, I enable leaders to transition from "managing" to "leading."

Education

AB Mass Communication

Centro Escolar University | 1996 - 2000

Skill

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

Certificate

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

Contact me at

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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