

About Me

A motivated and attentive individual seeking to foster skills and develop working experience with the help of the institution/company that prioritizes the value of excellence and camaraderie. Recognized for demonstrating a high level professionalism and commitment to the duties assigned.

Personal Information

Age : 25 years old
Date of Birth : July 26, 1999
Religion : Roman Catholic
Civil Status : Single
Citizenship : Filipino

Expertise Skill

- English Communication Skills
- Customer Service Skills
- Microsoft office and Excel Skills
- Time Management
- Sales
- Active Listening

Contact Me



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JANELLE DUMDUM, RPM

Education

TERTIARY LEVEL

Riverside College | 2018 - 2022
Bachelor of Science in Psychology

SECONDARY LEVEL

Riverside College | 2016 - 2018
Science, Technology, Engineering and Mathematics

Work Experience

Risk Operations Analyst

Ubiquity Global Services | May 2022- July 2025

- Helps with customers behind the scene with their disputes and actively works their claims methodically.
- Performs administrative tasks such as data analysis, financial functions and research to provide a useful outcome.

Lead Generation Specialist

Turbo Home Buyer | April 2025- July 2025

- Dialing 300 outbound calls a day and identifying potential home sellers using the standards given by the client.
- Calmly responding and catering home sellers request and inquiries with pleasant and engaging behavior.



- **Call Center Representative**

iQor | April 2019 - May 2019

- Received an average of 25 calls everyday, troubleshoot concerns, and market the product to probable customers through in calls.
- Calmly responded to irate customers and provide them with better and efficient solutions.