



Mariah Jane Baltazar

Seeking a challenging opportunity where I will be able to utilise my strong organisational skills, educational background, and ability to work well with other people which will allow me to grow personally and professionally.

Contact

Phone

+971581093944

Email

baltazarmariahjane@gmail.com

Address

103 Al Bahri Bldg Mankhool Bur Dubai,
Dubai UAE

Education

2022

Bachelor of Science in Civil Engineering

Eulogio Amang Rodriguez Institute of
Science and Technology

2018

**Science, Technology, Engineering and
Mathematics**

Parang High School

Expertise

- Computer Literate
- Effective Communication Skills
- Quality Customer Service
- Fluently Speaking in English
- MS Word and MS Excel Proficient

Language

English

Filipino

Experience

○ March - June 2022

Inspiro Relia Inc., Rotonda Quezon City Philippines

Customer Service Representative

Handled customer assistance via chat, email, and phone. A seasonal account with a US focus that informs clients of the progress of their orders, the status of their delivery, and the standing of rebates.

○ September - October 2022

Alorica Cubao Philippines

Customer Service Representative

Managed a giant telecommunications account based in United States that offers services based on the needs of the consumer and offers solutions for their devices.

Seminars Attended

- Headway Through Advancement in Construction Industry - American Concrete Institute Philippines | October 30, 2021
- Software Design, Post-pandemic Construction, Green Engineering, Safety Management - American Concrete Institute Philippines | October 18-25, 2020 and November 8-22, 2020
- Philippine Institute of Civil Engineers Focus 2020: Understanding the past, Engineering the future "Moving Forward to the Challenges of the New Normal" - Philippine Institute of Civil Engineers, INC. | November 20-21, 2020
- Connect: Progressive Leaders Amidst a Crisis - Junior Philippine Institute of Civil Engineers Manila Chapter | January 31, 2021