**Mia Joy Manaois**

Block 1 Lot 73 Kensington Phase 9  
Lancaster New City, General Trias, Cavite

0915.400.3065 | [miajoymanaois@gmail.com](mailto:miajoymanaois@gmail.com)

(046) 438 9584

<https://miajoymanaois.wixsite.com/mysite>

<https://diaryonline5273.wordpress.com/>

<https://dogtraining156.wordpress.com/>

Birthday: January 28, 1983

Birthplace: Gapan City, Nueva Ecija

Sex: Female

Civil Status: Single

Citizenship: Filipino

Religion: Born Again Christian

Father: Manuel Manaois

Mother: Ma. Jesusa Manaois

Objective

To obtain a challenging position that allows me to utilize my current skills to assist in advancing a business that offers a stable employment opportunity. I am committed to learning different skills that can benefit me and the company, because I know that self-growth starts with willingness to learn and explore new things and ideas.

Employment History:

**1000Calls a Day**

Appointment Setter

**VIP Credit Repair**

Dispute Analyst

**Reliant Credit Repair**  
Dispute Analyst

**Fishing Fire**  
Virtual Assistant / (Ecommerce)

**Biz IT Group**

IT Help Desk

**TopBuy Shop**

Customer Service Email Support and Order Processing (Ecommerce)

**Earn More Do Less**

Marketing Assistant

**Swifto**

Human Resource Assistant / Phone Interviewer

**Facebook Online Seller**

the fort expat and shoppers™

On-Line Béés™

Mychicshop

2015 Up to present

**Cognizant Technology Solutions**

Help Desk Support (IT IS)

NVIDIA

May 2016 – May 2017

**Cognizant Technology Solutions**

Help Desk Support (IT IS)

Comcast Xidio/Watchable

April 2014 - May 2016

**Cognizant Technology Solutions**

Senior Process Associate

ATT Order Management Center

May 2011 – April 2017

**Telus International Philippines**

Customer Service Representative

Xbox Hardware

October 2008 - May 2011

**One Keiko Canine Resource Centre**

Administrative Officer

January 2007 – October 2008

**Metro Gaisano Market! Market!**

Service Crew

March 2006 – May 2006

**SM Department Store**

Counter Checker

October 2005 - Febuary 2006

**Red Ribbon Bakeshop**

Service Crew

January 2004 – March 2004

**Education**

Tertiary

*Far Eastern University*

Nicanor Reyes St., Sampaloc Manila

1999– 2002 Bachelor of Science Major in Accountancy

**Membership / Affiliation**

Victory Christian Fellowship

The Fort

Kids Ministry

Kabalikat Civicom

Global City Chapter

962.06A

**References**

Jerry Ocampo

Operations Manager

Cognizant Technology Solutions

Comcast

09175229074

Max Zia

Operations Manager

Cognizant Technology Solutions

NVIDIA