

ALDRIN V. ANTONINO

June 07, 1998

✉ aldrinantonino@gmail.com

📞 (0916) 7810 893

🏠 1763 Brgy. San Anton San Leonardo, Nueva Ecija



JOB OBJECTIVE

Dedication to learning and continuous professional development. To contribute and share the experience I have in this field to the success of company. I also have ability to accurately assess employee performance. Highly capable of working with others efficiently on a team. Excellent attention to detail and above-average organizational skills.

EDUCATION BACKGROUND

- 2015-2016** **WESLEYAN UNIVERSITY**
Cabanatuan, Nueva Ecija
Tertiary
- 2010-2014** **JUAN R. LIWAG MEMORIAL HIGH SCHOOL**
Gapan City, Nueva Ecija
Secondary
- 2004- 2010** **SAN ANTON ELEMENTARY SCHOOL**
San Leonardo, Nueva Ecija
Primary

SKILLS:

Creative problem solver, exceptional communication, Excel, quick learner, strong client relations, training development, aptitude, multi-line phone talent, critical thinking, project planning, attention to detail

WORK EXPERIENCE:

- July 2024
to January 2025 **DoorDash / Virtual Assistant**
Account Manager
- November 2023
to June 2024 **Simple Biz / Appointment Setter**
Lead Generalist / VA
- May 2023 –
November 2023 **Wheelzy / Virtual Assistant**
109 E Church St #500, Orlando, FL 32801, United States
Purchasing Manager
- July 2018 –
April 2023 **CVG / Concentrix**
Glorietta 5, East St. corner Ayala Ave. Makati City
Sr. SME

February 2018 to
July 2018

Telus

EDSA cor. McKinley Rd., San Lorenzo, Makati City
Technical Support Representative/Sales

August 2016 -
February 2018

Alorica Inc.

Mezza Residences, G. Araneta Ave., Quezon City
Customer Service Representative

PERSONAL ATTAINMENTS:

Class Salutatorian

Juan R. Liwag Memorial High School

S.Y. 2013- 2014

Program Ready Trainer

Concentrix