

ARVEY JOLENE M. STA MARIA

Purok 4, Brgy. Zabali,

Baler, Aurora

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PROFILE:

I have vast experience in customer service and administrative work, procurement, inventory control, accounts, payroll and documents control. I am adaptable, reliable, organize and resourceful.

WORK EXPERIENCE

Virtual Assistant

Conquer Acquisitions

United States (Remote)

June 26, 2023 up to January 30, 2026

- Responsible for daily KPI's of all social media platforms
- Manage assigned accounts and assist in customer's business issues
- Admin task such as audit, scheduling and billing

Customer Service Representative

Teletech

G/F Building 4, SM City Pampanga, Lagundi, Mexico, Pampanga

June 7, 2022 up to February 15, 2023

- Provide assistance to all valued customers
- Assist in billing and tracking orders
- Performing outbound calls to offer promotions

Liaison Officer

WBS Construction and Construction Supply

Purok Namnama, Brgy, Batal, Santiago City, Isabela

October 15, 2020 up to April 18, 2022

- Responsible for bidding documents, legal documents and billing
- Coordinates with provincial engineers and construction workers for the project
- Responsible for attending site inspections and bidding

Admin Personnel

National Irrigation Administration

Brgy. 4, San Luis, Aurora

September 16, 2019 up to September 30, 2020

- Responsible for administrative matters such as clerical works, purchase request, procurement, inventory, payroll and documents control
- Office head's secretary
- Responsible to process documents of new hire

OJT (On-the-Job Training)

Cinderella Marketing Corporation

4F CMC Bldg. #825 Edsa, Quezon City

September 10, 2018 up to December 4, 2018

- Responsible in MIS department by providing technical assistance to other offices
- Answer concerns from all of the company's store
- Monitor physical stores

SPES (Special Program for Employment of Students)

Municipal Environment and Natural Resources Office

Baler Municipal Plaza

April 8, 2018 up to May 8, 2018

- Performed clerical works
- Prepares certification for local business owners
- Conduct clean-up and seminars on waste management
- Conduct site inspection for the waste management of local business owners

SPES (Special Program for Employment of Students)

Municipal Environment and Natural Resources Office

Baler Municipal Plaza

April 2017 up to May 2017

- Performed clerical works
- Prepares certification for local business owners
- Conduct clean-up and seminars on waste management
- Conduct site inspection for the waste management of local business owners

Practicum

Municipal Environment and Natural Resources Office

Baler Municipal Plaza

April 2016 up to May 2016

- Performed clerical works
- Prepares certification for local business owners
- Conduct clean-up and seminars on waste management
- Conduct site inspection for the waste management of local business owners

SPES (Special Program for Employment of Students)

Municipal Environment and Natural Resources Office

Baler Municipal Plaza

April 2015 up to May 2015

- Performed clerical works
- Prepares certification for local business owners
- Conduct clean-up and seminars on waste management
- Conduct site inspection for the waste management of local business owner

EDUCATION

Bachelor of Science in Information Technology

Aurora State College of Technology

Brgy. Zabali, Baler, Aurora

SY 2015-2019

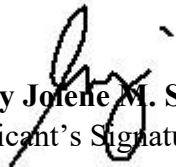
SKILLS AND INTEREST

- Troubleshooting
- Proficient in Microsoft (Word, Excel, Powepoint, Outlook)
- Administrative Work (Procurement, Payroll, Audit, Schedulling)
- Web Designing
- 30-35 wpm

CHARACTER REFERENCES:

Available upon request

I hereby certify that the above information is true and correct with the best of my knowledge and beliefs.


Arvey Jolene M. Sta Maria
Applicant's Signature