



Brillo Jessie C. Alberca
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Contact number: 09432807932

Job objective: To be part of fast growing company that offers continuous opportunity for an excellent career development.

Work experience:

Free Lance Virtual Assistant

Redbird HomeBuyers - Real estate Company

July 5, 2021 up to Present

Sales and asset Manager

SmartTech

Operations Manager & Part owner

(January 4, 2019 to January 4, 2021)

Merchant cash advance account manager -(freelance VA)

(August 26, 2018 to January 3, 2019)

April 29, 2014 to August 25, 2018 - IRV solution inc.

(Account Manager and sales Manager)

September 11, 2016 to January 11, 2017- Plan B Capital group – (freelance VA)

(Equipment sales consultant and equipment Specialist)

June 11, 2016 - September 11, 2016 - SalesStaff inc – (freelance VA)

(Lead Gen Specialist and Telemarketing)

October 2013 to April 2014 - Microsoft Surface Convergys JCenter

(Technical Support)

January 2008 to October 2013 - Teletech Cebu

(Customer Service Supervisor)

January 2007 to January 2008 - Xlibris Publishing

(Marketing & Sales Representative)

January 2006 to January 2007 - Qualfon Philippines

(Technical support)

Educational background:

2003 to 2008 - BS Computer Engineering
University of San Carlos Technological Center. (College)

1999 to 2003 - Pope John 23 Seminary
Mabolo Cebu City (High school)

1994 to 199 - Ace learning Center inc.
Palompon Leyte (elementary)

Skills:

Computer Savvy, oriented in Microsoft office applications.

Reference:

Ryan Ignacio
Operations Manager and Owner of IRV inc
+63 999 932 3286

Erwin Good
IT Manager SmartTech
+63 9396482134