

CARMENA R. NILO

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Block 12 Lot 17 Phase 3 NHA,
Bangkal Davao City Philippines
8000



Objective

Seek to work in a vacant position in your company to secure a responsible career opportunity to fully utilize my skills while making a significant contribution to the success of the company.

Personal Information

Age:	29 yrs old
Date of Birth:	February 8, 1994
Place of Birth:	Davao Oriental
Citizenship:	Filipino
Civil Status:	Single
Religion:	Roman Catholic
Languages Spoken:	English, Bisaya, Tagalog

Educational Background

ELEMENTARY	Nangan Elementary School Davao Oriental 2004- 2005
SECONDARY	Sta. Ana National High School Davao City 2008-2009
TERTIARY	Governor Generoso College of Arts, Sciences and Technology Governor Generoso, Davao Oriental <i>Course</i> Bachelor of Science in Secondary Education Major in English (Graduate) 2015-2016
LPT	Licensed Professional Teacher in September Board Exam 2018

Working Experiences

Customer Service Representative

Earth1 Eco-green

February 2016 – May 2016

- Outbound Calls

General Virtual Assistant

Home -based

June 2013 up to present

- Contacts/Account managing through Zoho and Zoominfo
- Experience in using VOIP Phone (Ring Central and Magic Jack)
- Update spreadsheets for Sales Report
- Conduct in depth research about business
- Chat Support

Call Center Associates

PhilSoftServe TechHub Corporation

Davao July 2016 – October 2016

- Egumball (Third Party Google Certified Partner)Customer Service Representative

Online shop handling

Inskter Incorporated

April 2017- August 2017

- Amazon
- Ebay
- Etsy

Personal Virtual Assistant

Home-based

January 2017- April 2019

- Preparing property invoices (Real Estate)
- Downloading bank statements and checks from Wellsfargo and Chase Bank
- Calendar management
- Update spreadsheets

SEO for Construction Company in UK

Home-based

September 2019-December 2019

- Input company's information to Local PinPoint, a web design company and marketing services that helps local businesses attract more customers.
- Update spreadsheets

Lead Generation

Home-

based

Nestseekers

February 2018-February 2020

- Getting emails from LinkedIn using Prospectio (Real Estate)
- Sending proposals to the property through Outlook email.

References

- 1. Erwin P. Tajaran**
HR Supervisor
ECQ Serve Human Resource Corporation
09977093856
- 2. Betty Katrina Magno**
Call Center Supervisor
Awesome OS
099773037962
- 3. Virginia Taganile**
Accounting Head
HCQ Marketing
09351426087

Online Employer References

One Earth

Landscaping company

oneearth@gmail.com

Nestseekers

Real Estate

carlosa@nestseekers.com

Carmena R. Nilo

Applicant

