



Cherry Alegre

VIRTUAL ASSISTANT

ALL ABOUT ME

I have several years of experience as a customer service representative, providing assistance to customers via phone and chat. Additionally, I have worked as a Human Resources Officer, helping to match qualified applicants with client needs. In my part-time role as a virtual assistant, I handled tasks such as data gathering and appointment setting for VAMC clients. I am proficient in Microsoft Office programs, possess basic graphic design skills, and am knowledgeable in using various office tools. I am a hard-working individual who completes tasks efficiently and promptly.

CONTACT

 0956-142-0137

 cherry.alegre1130@gmail.com

 <https://sites.google.com/view/cherryalegreportfolio/home>

CAREER SUMMARY

VAMC - Virtual Assistant Data Entry/ Lead Gen.(Part-Time)
Jan 2021 - Present

Collective Solutions - Roadside Chat Support Specialist
November 11, 2021 - August 1, 2024

AFNI, Quezon City - TECHNICAL SUPPORT SPECIALIST
May 4, 2021- November 18, 2021

IQOR Fairview - CUSTOMER SERVICE REP/ TECHNICAL SUPPORT REPRESENTATIVE
October 21, 2019 - December 2, 2020

OPTIMUSLINE, Quezon City - OPERATIONS SUPERVISOR/ TRAINER
September 18, 2018 - October 20, 2019

TELEPERFORMANCE, Quezon City - TECHNICAL SUPPORT REPRESENTATIVE
May 5, 2015 - July 21, 2017

WNS GLOBAL SERVICES, Quezon City - SENIOR CREDIT OFFICER - APPOINTMENT SETTER / LEAD GEN
July 29, 2013 - January 6, 2015

GREEN GLOBAL SOLUTIONS, Ortigas- HUMAN RESOURCES / MANAGER / TRAINER / APPOINTMENT SETTER / LEAD GEN
March 7, 2011 - July 20, 2013

PIMS, Ortigas - APPOINTMENT SETTER
October 10, 2009 - March 31, 2010

ACADEMIC HISTORY

National University, Manila
DENTAL LABORATORY TECHNICIAN
Associate Degree