

ELEONORE MONZON

GENERAL VIRTUAL ASSISTANT

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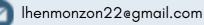
CONTACT



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General Trias, Cavite Philippines



SKILLS

- Data Entry
- Virtual Assistant
- Appointment Setter

• Provides administrative support to companies remotely by answering phone calls, responding to emails, and managing schedules.

EXPERIENCE

April 2016 - Sept. 2017 METROBANKCARD COPRORATION

TELEMARKETER

• My position is responsible for providing quality service to Cardholders clients,

by ensuring timely and accurate resolution of card sales, service inquiries,

requests, concerns made via call, email and other correspondences.

• My duties include tracking customer contact lists, explaining the benefits or

advantages of their services, and obtaining payment information if necessary.

• I become one of the best agents for 3 executive months.

January - May 2019 INFO DRILL BUSINESS SUPPORT SVC

Verifier Agent

• I maintain and keep records of all calls handled to ensure all verifications

made are followed upon on time.

• I communicate effectively and proficiently to all parties involved in attaining

verification information.

August 2019- December 2019 TRIPONT LENDING

Appointment Setter

• Ensure each prospective client and potential customer has a positive experience with our company

• Prioritize which appointments take priority over others to maximize revenue

- Demonstrate a pleasant disposition with each prospect
- Properly explain the products and services to prospective

customers when making appointments

EXPERIENCE

December 2019 AFFORDABLE AIRCON SERVICES

Virtual Admin Assistant

• I specialize in offering administrative services to clients from a remote location, usually a home office.

• I schedule appointments for the next day, compute invoices and reach out to past/previous customers.

August 2021 - February 2022 DIAMOND BANKCARDS

Personal Assistant

• I acting as a first point of contact for callers, dealing with emails and phone calls by responding, passing on messages or highlighting them for their manager's attention.

February 2022 - January 2023 KOALAGRIP BUSSINESS

Part-time Email Specialist

- Create email marketing campaigns to promote products or services.
- Proofread emails for clarity, grammar, and spelling.
- Place orders for products.

February 2023 - May 2023

AM Virtual Sourcing International Corporation

Appointment Setter (Real Estate)

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- Prioritize which appointments take priority over others to maximize revenue
- Demonstrate a pleasant disposition with each prospect
- Properly explain the products and services to prospective customers when making appointments