





Gerick Reyes

Executive Assistant

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Profile

I ensure the smooth operation of a work site by performing a variety of administrative tasks and managing people. I specialize in delivering excellent customer service and solving problems.

Skills

Administrative

communication and organizational skills

Tech savvy

proficient in the use of modern tools and technology

Resourceful & Problem solver

Always have a backup plan and a solution for every problem

Data Entry

Entering client and account data from source documents

Professional Experience

CUSTOMER EXPERIENCE EXECUTIVE, Probe Group Philippines

2019 – 2020

Taguig, Metro Manila,
McKinley Hill Bonifacio Global City

Answers international phone calls to provide assistance. Handling telco account and Car Rental and Reservations.

Site Admin Supervisor, Limelight Media

2020 – 2021 | San Diego, California

Update Sales report
Site management and handles onboarding and offboarding of reps
Monitoring Reps Attendance & Productivity
Updates and manages back-end documents
Monitor pipelines in CRM

Executive Assistant, DLR FITNESS

2021 – 2024 | Downtown, Phoenix Arizona

Account Manager
Payroll Manager
Onboarding Manager
provides high-level administrative support, ensuring the efficient operation of the company. managing the CEO's schedule, handling correspondence, coordinating meetings.

Education

SECONDARY: High School, Hansarang Christian Academy

2012 – 2016

Sampaloc St. Signal Village, Taguig,
Metro Manila

TERTIARY: Science Technology Engineering and Mathematics. K12,

2018 – 2020

Saint Francis of Assisi College - Taguig Campus

164 Holy Family St. Taguig City, Metro Manila