



IRAH ROSE CABILITASAN

CONTACT

- 📞 09563167553
- ✉ irahrosec@yahoo.com
- 📍 Papaya St. Alta Tierra Jaro Iloilo City PH

EDUCATION

WESTERN INSTITUTE OF TECHNOLOGY | LUNA ST, LAPAZ ILOILO CITY PH

- Bachelor in Science in Computer Engineering

SAN JOSE CATHOLIC SCHOOL | STO. ROSARIO, DURAN ILOILO CITY

- Secondary

SKILLS

- Strong Communication Abilities
- Problem-Solving Skills
- Admin Work
- Inbox Management
- Collections Management
- Technical Support
- Organizational Skills
- Attention to Detail
- Client Satisfaction
- Appointment Setting
- GHIL Tool (GoHighLevel) Management

OBJECTIVES

To continually enhance my skills and knowledge, driving excellence and innovation in my role. I aim to contribute meaningfully to the company's success by delivering high-quality work, fostering a collaborative environment, and aligning my efforts with the organization's strategic goals. My commitment to professional growth and my ability to work well with diverse teams will support the achievement of shared objectives and long-term success

WORK EXPERIENCE

- **Convergys Philippines** 2015 - DECEMBER 2018
Technical Support Representative
Glorrieta 5, Ayala Ave Makati City
- **IQOR Iloilo** March 2019 - Dec 1, 2020
RMS Collections/Collection Specialist
One Techno MegaworldBlvd,Iloilo City
- **EXL Services (Healthcare Account)** Dec 14, 2020 - Nov 30, 2023
Intake Coordinator/Patient Advocate
12th Flr. SM Strata Benigno Aquino Bolilao
- **General Virtual Assistance** Freelancer
Admin Work, Website Design, Social Media Management, Shopify, Gorgias, Inbox Management, Appointment Setting, and More

I hereby certify that above information are true and correct to the best of my knowledge and beliefs.


IRAH ROSE CABILITASAN

Applicant's Signature Above Printed Name