

# Jasley Viktoria N. David

149 1<sup>st</sup> Block Dolores Homesite Brgy. Dolores, San Fernando City, Pampanga 2000  
+63976-094-0881 | +63975-924-1790

[jasley.viktoria@gmail.com](mailto:jasley.viktoria@gmail.com)



## OBJECTIVES

- Seeking a position with a company which will require me to utilize my skills, abilities, and experience to ensure the company's success.

## PERSONAL INFORMATION

**Date of Birth:** September 9, 2002

**Place of Birth:** Angeles City

**Age:** 20

**Nationality:** Filipino

**Sex:** Female

**Civil Status:** Single

**Height:** 5'2

**Weight:** 132lbs

## EDUCATIONAL ATTAINMENT

**Senior High:** **Sta. Lucia Integrated School**

San Fernando, Pampanga

2018 – 2021

**Secondary:** **Pampanga High School**

San Fernando, Pampanga

2014 – 2018

**Primary:** **San Fernando Elementary School**

San Fernando, Pampanga

2008 – 2014

## WORK EXPERIENCES

- **Sales Representative**  
*iQor Clark Philippines*  
Clark Center, Clark Freeport Zone  
November 2020 – May 2023
- **Team Leader**  
*iQor Clark Philippines*  
Clark Center, Clark Freeport Zone  
September 2021 – May 2023
- **Customer Service Representative**  
*iQor Clark Philippines*  
Clark Center, Clark Freeport Zone  
January 2023 – May 2023
- **Purchasing Manager**  
*Wheelzy*  
Orlando, Florida  
May 2023 - Present

## QUALITIES/ABILITIES/SKILLS

- Excellent Communication Skills
- Problem-Solving Skills
- Analytical Skills
- Excellent Microsoft Office Skills
- Strong organizational skills to manage multiple tasks effectively.
- Keen Observant
- Internet and Computer Knowledgeable
- Can work with people of diverse background
- Acceptance of Criticism
- Flexible, hardworking, and passionate
- Ability to work under pressure.
- Advanced proficiency in Microsoft Excel
- Data analysis
- Familiarity with outlook and spreadsheet
- Lead Generation
- Social Media Management
- Content Creation
- Web Design
- Bookkeeping
- Photo and Video Editing
- Search Engine Optimization
- Data Entry
- Customer Relation Management (CRM)

## TRAININGS/SEMINARS

- **Sales Training**  
November 2020
- **Customer Service Training**  
January 2023
- **Virtual Assistance and Social Media Marketing Training**  
September 2023

## CHARACTER REFERENCES

- **Rose Camille Rivera**  
*Sales Representative*  
+639973318005  
City of San Fernando
- **Angelica Forniz**  
*Sales Representative*  
+639106076550  
Angeles City
- **Angel C. Manaloto**  
*Quality Analyst*  
+639678200515  
Angeles City

*"I hereby certify that the above information is true to the best of my abilities."*



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**Applicant's Signature**