



Jayme Paguntalan

OBJECTIVES

I am a diligent and self-driven agent with an extensive experience. Able to focus on work without the need of supervision. Aiming to serve your company at my best.


Expert Skills

Customer Service	● ● ● ● ●
Excel	● ● ● ● ●
Computer Hardware	● ● ● ● ●

Contact

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 Prk. Riverside Bgy. Banago
Bacolod City Negros Occ.
Philippines.

Education History

DOMINGO LACSON
NATIONAL HIGH SCHOOL

- Senior High School Graduate - S.Y. 2020-2021
- PIO and one of the founders of the Kabataan Kontra Droga Organization
- Junior High honor roll

Work Experience

COMPUTER SHOP KEEPER
Gonz Computer Shop/2019- 2020

- Designs the shop and secures maintenance
- Resolve software and hardware problems

CALL CENTER AGENT
Sunrun Solar/2020-2022

- Customer Service Rep.
- Promoted to a Subject Matter Expert.
- Appointed Case Manager.
- International Battle of the Calls 2nd placer.
- Top Agent of the month for 3 consecutive months.

VIRTUAL ASSISTANT
Jake Ryan Properties, LLC

- Lead Generation
- Comparable Specialist

Details

- Birthdate: March 29, 2001
- Nationality: Filipino
- Birthplace: Bacolod City