



JENNIFER GREY RABANES

Virtual Assistant

PROFILE

Extremely motivated to continuously develop my skills and grow professionally within the network. I am confident with my flexibility at work, ability to fulfill tasks, execute outputs on-time, and do a task with less to no supervision.

CONTACT



greyrabanes@gmail.com



+63 952 481 1035



Suntrust Sentosa, Calamba
Laguna 4027

EDUCATION

BS College of Nursing
University of Visayas
2008 – 2012

TOOLS

Here are some list of tools that I have used:

MS tools	G Suite
CRM tools	Canva
Asana	Shopify
FileZilla	Time Doctor
Jira	Confluence
Halp	Aircall
Rocket	Guru
Vanta	Zapier

I love working with people and believe developing relationships with clients is the key to building a successful business, you need to actually want to help people in order to succeed. I would love to hear more about your company and your day-to-day operations to know how I can help it improve with my wide-range of skills and services. I am also equipped with all the necessary hardware and backups to perform my duties and responsibilities and become your next rockstar VA!

WORK EXPERIENCE

Phaners Dec 2023 – May 2024
• Sales Agent and Data Entry Virtual Assistant at a Lead Generation Digital Marketing Agency

Herrman & Herrman P.L.L.C Jun 2023 – Dec 2023
• Intake Specialist Virtual Assistant at a Car Accident Injury Lawyers' Company

InDebted Oct 2020 – Dec 2023
• Client Success Specialist Virtual Assistant for a collections company
• Works directly hand in hand with the clients' collections inquiries, disputes, and reports to mediate between clients and customers
• Responds to clients' emails to answer their queries and to provide updates from our end

Millennium 1 Solutions Jun 2015 – Oct 2020
• Customer Care Specialist on President's Choice Financial MasterCard
• Level 4 CCS who handles almost all of customer's inquiries regarding their credit card accounts i.e. Increasing/decreasing credit limit, upgrading card, adding authorized users, discussion of statements and balances, etc.

Interglobe Technologies Feb 2014 – May 2015
• Process Associate on flight attendant support team (admin)
• Assists flight attendants from United Airlines with their vacation leaves and sick leaves, and also arranges their flight schedules

Sitel Philippines Corporation Sep 2013 – Feb 2014
• Customer Service Associate on Macys.com – website of a mid-range US chain of department stores
• Helps customer with their orders, product returns, and educates them with our wide variety of products and services