



## JOSIE DIANE B. SOLIVAR

### VIRTUAL ASSISTANT

I am determined Virtual Assistant who has experience in customer service and photo editing and more depending to client's instruction.

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### EXPERT SKILLS

- Customer Service
- Canva
- Photo Editing

## WORK EXPERIENCE



### **Call Center Agent** (Customer Service Representative)

Teleperformance Philippines  
March 2022 to December 2022 (9 months)

- Respond to customer inquiries and provide strategic support for their concern.
- Chat and Email Support
- Inbound calls



### **Virtual Assistant**

K&R Virtual Assistant 2020-2021

- Facebook page manager
- Photo Editor
- Credit Repair



### **Frontrow International**

Marketing and Sales 2018- 2020

## EDUCATION HISTORY



### **Bachelor of Science Major In Marketing 2022**

Institution: Pamantasan ng Lungsod ng Marikina



### **Accountancy Business Management (ABM)**

Institution: National Christian Life College (SHS)