



Lafaine  
Tabon

## VIRTUAL ASSISTANT



### ABOUT ME

*Committed and detail oriented with 1 year and 8 months customer service experience. 8 years experience in graphic design for logo and marketing materials. A Licensed Customs broker by profession. Excited to have opportunities to expand my knowledge and skills while having new and effective ways to earn.*



### CONTACT

09663679007

[lalainetabon@gmail.com](mailto:lalainetabon@gmail.com)



### EDUCATION

- **Lyceum of Alabang**

**Bachelor of Science in Customs Administration**

2009 - 2013

- **Datamex Institute of Computer Technology**

**Associate in Computer Technology**

2008 - 2009



### WORK EXPERIENCE

#### **Customer Service Representative Teleperformance**

- Providing support for clients in checking the status of their accounts, walking through online account set-up, and troubleshooting and solving customer issues in an effective and friendly manner.

#### **IMPEX Assistant**

##### **ExWorks Cargo Services Inc.**

- Preparing documents and processing import and export. Dealing with the Bureau of Customs. Facilitating and monitoring logistics for imported and exported goods/cargo for clients.



### SKILLS | EXTRAS

- Google Workspace
- Adobe Photoshop
- Customer Relations
- Social Media Management / Moderation
- Canva
- Hosting
- Event Design and Management