



## SUMMARY

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Virtual Assistant, Admin Assistant, Executive Assistant, email management.  
A Call Center Representative for one of the largest Online Shopping platform.  
Video and Photo Editing Data Entry, Data Research, Web Research Executive Assistant Web Development Word, Excel, PowerPoint, Spreadsheet (MS OFFICE)

## EDUCATION

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### Benguet State University

Bachelor's Degree in Information Technology  
2015 - 2029

### Cordillera Career Development College

High School  
2011 - 2015

## SKILLS

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- Strong organizational and time-management skills
  - Exceptional communication and interpersonal skills
  - Ability to work independently and as part of a team
  - Detail-oriented and able to handle multiple tasks simultaneously
  - Video and Photo Editing
  - Proficient in MS OFFICE and Google Workspace
  - Email, Chat, Call management
  - Data Entry, Data Research
  - Web development
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## PROFESSIONAL EXPERIENCE

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### Virtual Assistant

Kinnls Furniture | 2023 - 2024

- Managing emails from clients and customers
- Coordinate and schedule meetings and conferences with clients and managers
- Checking on logistics for orders and packages
- Handle confidential information and documents with discretion and maintain their proper organization
- Sales calls

### Call Center Representative

Foundever | 2021 - 2023 | AMAZON

- Answering and resolving calls of customers.
- Retail account and Card support account Inbound / Outbound
- Answering emails from customer to seller or Seller to customer
- Checking on unknown charges, Card declines, Refunds,

### Video Editor

YouTube | 2021- 2022

- Editing videos for Finance and Cryptocurrencies Editing 1-hour videos to 10 - 20 mins. Transition, Music, Audio and related articles

### Network Management

ANTS Technologies | 2019- 2021

- Installation and Configuration of Access point for remote areas without Internet Installation and Configuration of CCTV cameras for clients
- Admin Assistant / Executive Assistant for Finance, Accounting, sales and Inventory.