



MICHAEL TALAUE

VIRTUAL ASSISTANT / CSR









PROFILE INFO

Customer Service Representative with 2+ years experience in BPO industry and seeking for a career growth to leverage my leadership and skillsto benefit your company.



WORK EXPERIENCE

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ARB Call Facilities **Aug 2019 - Dec 2019**
 US-based: Financial account
Position: Loan Agent
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Teleperfromace **Jul 2020 - Jan 2021**
 Australian-based: Logistics
Position: Customer Service Representative
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Concentrix **Feb 2021 - May 2021**
 US-based: Financial account
Position: Advisor I, Email Support
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IBEX Global Solutions **Jul 2021 - Dec 2021**
 US-based: Logistics
Position: Agent-In Cust Svc 2
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Ubiquity **Oct 2022 - Feb 2023**
 US-based: Retail account **Position:** Customer Service Representative
- 
Amazon VA **Feb 2023 - Present**
 US-based: E-commerce
Position: General Virtual Assistant



CONTACT



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Email

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Address

Makati City, Philippines



EDUCATION



2013-2017

Aircraft Mechanic

WCC Aeronautical & Technological College



LANGUAGE

- English 
- Basic Japanese 



MY SKILLS & EXPERTISE

Communication Skills



Microsoft Excel



Video/Photo Editing



Customer Service



Amazon VA



Marketing/E-com



MY REFERENCE

Cheska Joson

ARB: Subject Matter Expert
+639 772154045

Rhino Malco

ARB: Supervisor
+639 173225269