

Raizah Jayne Abregana
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Education:

College: University of San Jose – Recoletos

Degree: Bachelor of Arts in International Studies

Employment History:

February 2015 - September 2016

Teletech Inc. Cebu- Asia Pacific Region

Customer Service Representative

- Assists inbound and outbounds calls from Malaysia and Australia
- Answers inquiries and concerns from calls, chat and email lines
- Processes HP orders from clients and processes refunds

December 2016 - September 2020

Fast River Earthling Services Inc.

Admin Officer

- Acts as the point of contact for all employees
- Provides administrative support (making reports & organizing company records)
- Manages schedules, budget, personnel databases and generating daily reports

January 2021 - November 2021

Prime Online Language International Inc.

Admin Officer

- Acts as the point of contact for all employees
- Provides administrative support (making reports & organizing company records)
- Manages schedules, budget, personnel databases and generating daily reports

December 6, 2021 - October 2022

Logix BPO: Curamoir HR

General VA | Admin Officer

- Takes orders/tasks directly from the CEO
- Provides administrative support (making portfolios and CVs)
- Uses Bullhorn and spreadsheets for data entry and clerical tasks

October 2022- October 2023

Heart Corporation

Admin Officer (Japan Based)

- Acts as the point of contact for all employees
- Provides administrative support (making reports & organizing company records)
- Manages schedules, budget, personnel databases and generating daily reports

