

REBECCA ELISHAH T. RUIZ

Educational Background

College

Bachelor of Science in Psychology (2018-2022)
University of Perpetual DALTA - Las Piñas

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SKILLS:

- Time management and Organizational skills
- Good Verbal and Oral Communication skills
- Knowledgeable in Microsoft Office & Google Workspace
- Adaptability and Creativity
- CRM Management
- Inbox and Calendar Management
- Social Media Management

TRAININGS:

College of Arts and Sciences Council - Treasurer | 2021 - 2022 | UPHSD Las Piñas

- Answered inquiries and concerns of people on the Facebook page of the council organization
- Facilitated webinar activities sponsored or created by the council organization
- Managed council organization's transactions and funds on various events

Calltender Mock Call Training | Aug 22 2022 - Aug 26 2022 | Calltender.com

- Experienced handling calls to cultivate nurtured leads
- Obtained knowledge of real estate terms and processes
- Communicated with team members via Slack

Human Resource Intern | Oct 2021 - Dec 2021 | Sun Life | Makati, Metro Manila

- Assisted in recruitment of applicants and ad hoc tasks
- Created social media posts using Canva
- Reported to supervisor about daily work tasks done

WORK EXPERIENCE:

Virtual Assistant | ExpandAlly Business Development Services | Oct 2022 - May 2023 | (Remote)

- communication with colleagues and managers via Slack and Skype
- lead researching in the web on specific information needed and required by the client
- managing and updating CRM & excel sheets by adding new contact leads and other information

Technical Recruiter | ACCPRO International | January 2023 - December 2023 | (Remote)

- communicating with recruitment head for open roles and application processing
- managing and updating candidate status and information in google sheets
- sourcing and recruiting candidates via facebook groups and LinkedIn
- screened resumes/CVs, negotiated and answered inquiries of candidates

Virtual Assistant | Sales OverDrive | February 2023 - present | (Remote)

- communicating with colleagues and higher ups via Skype and HCL SameTime
- record management and preparation of form documents of clients (e.g medical records)
- checking, tracking and updating of data and information of various clients via IBM Lotus
- filing and processing of client claims via designated site

REFERENCES: provided upon request.