



Rhea Singson

To obtain a position that very best suits my skills and qualifications. Be able to maintain, and furthermore nourish my skills in order to be more productive and be a great company asset. I am looking forward to assisting your company to scale.

Contact

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Address

Blk. 52, Lot 19, La Aldea del Mar,
Pueblo de Oro Judas belt St.,
Babag II, Lapu-Lapu City

Education

2013 – 2015

ASSOCIATE IN COMPUTER TECHNOLOGY (ACT)

University of Cebu – Lapu-lapu and Mandaue (UCLM)

2017 – 2021

BACHELOR OF SECONDARY EDUCATION (ENGLISH)

University of Cebu – Lapu-lapu and Mandaue (UCLM)

Expertise

- Google Workspace
- Canva
- Microsoft Office Applications
- ReadyMode
- Live Engage
- Social Media Platforms
- LinkedIn
- Process Flows

Work Experiences

○ April 16, 2015 - May 26, 2018

Company Name | Golden Arches Development Corporation

Local Store Marketing Representative

Recognition(s):

1. Crew of the Month
2. Crew of the Quarter
3. Crew of the Year
4. Best Local Store Marketing Representative

○ May 27, 2019 – January 27, 2020

Company Name | Golden Great Peak English Inc. – Native Camp

ESL Teacher

Recognition(s):

1. TOIEC Teacher of the Month
2. 2500 hours (class) achiever of the Month

○ July 13, 2020 – September 30, 2020

Company Name | Sykes Asia, Inc.

Customer Service Agent and Technical Support – Verizon Project-Based/Seasonal Account

Recognition(s):

1. AHT (Average Handling Time) rockstar

○ October 8, 2020 – March 26, 2021

Company Name | Optum Global Solutions (Philippines), Inc.

Provider Service Advocate – UnitedHealth Care

Recognition(s):

1. NPS/aggregate UES Awardee
2. 3 Peat Awardee
3. 10-10-10 Awardee

○ September 13, 2021 – November 23, 2021

Company Name | Integrated Call Center Solutions (Philippines), Inc.,

Messaging Care Representative – Verizon Consumer Project-Based/Seasonal Account

Recognition(s):

1. NVPC Awardee
2. One-Resolution Awardee

Personal Information

Age

25 years' old

Birthdate

June 14, 1997

Religion

Roman Catholic

Marital Status

Married

Language

English

Sinugbuanong Bisaya

Skills

1. Excellent Sales and Marketing Skills
2. Strong Customer Service Skills
3. Computer Literacy Skills
4. Excellent Communication Skills in English (Oral and Written)
5. Superior Time Management Skills
6. Superb Organizational Skills
7. Active Listening Skills
8. Creativity Skills
9. Editing Skills
10. Telemarketing and Upselling Skills
11. Social Media Management
12. General Virtual Assistant

License

Licensed Professional Teacher

○ January 4, 2022 - October 18, 2022

Company Name | Perserva Real Estate - National Home Investments

Outbound Sales Representative & Marketing Assistant

Recognition(s):

1. Wrap Time Awardee
2. KPI Awardee

January 1, 2023 - July 1, 2023

Company Name | VirtualAssistantsHire Agency

General Virtual Assistant

Affiliations

Academic

UCLM - COLLEGE OF TEACHER EDUCATION UNFILTER PUBLICATION: EDITOR IN CHIEF

S.Y. 2018 - 2019

Non - Academic

UCLM - COLLEGE OF COMPUTER STUDIES

CARES REPRESENTATIVE (Community Extension Program)

S.Y. 2012 - 2013

UCLM - COLLEGE OF COMPUTER STUDIES

BITS AND BITES PUBLICATION: FEATURE WRITER

S.Y. 2012 - 2013

UCLM - COLLEGE OF TEACHER EDUCATION

SOCIETY OF FUTURE EDUCATORS AND ADMINISTRATORS

VICE - PRESIDENT (BSED)

SY: 2018 - 2019

Character References

Karl Mae Awi

Mentor/Coach

Optum Global Solutions (Philippines), Inc.

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Aiza Catubig

Outbound Sales Supervisor

National Home Investments Company

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