

Roxette M. Coritico

Loon, Bohol, Philippines 6327

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Objective

Resourceful and detail-oriented professional with 3 years of experience in customer service and executive support roles. Skilled in managing administrative tasks, coordinating schedules, and providing exceptional customer service. Proven ability to handle multiple responsibilities efficiently, maintain confidentiality, and deliver high-quality support in fast-paced environments. Strong communicator with a keen aptitude for problem-solving and adapting to new technologies. Eager to leverage a background in personal assistance and customer service to transition into a Virtual Assistant role, offering a proactive approach to remote support and a commitment to enhancing operational efficiency for clients.

Educational Background**Holy Name University**

Bachelor of Science in Nursing

S.Y. June 2010

A. Lesage Corner C Gallares, Tagbilaran City, Bohol

Skills

- Computer Literate (Microsoft Office Tools, Google Suite)
 - Canva
 - Calendly
 - Calendar Management
 - Email Management
 - ChatGPT
 - Time Management
 - Flexibility and Adaptability
 - Organizational Skills
 - Customer Service experience in high-volume call centers
 - Chosen as a target example for other reps during training
 - Communication Skills
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Work Experience

- TaskUs Bohol
Customer Chat Support
January 2023 – January 2024
 - Fusion BPO
Customer Service Representative
February – August 2019
 - Chriscent Hotel
Personal Assistant
March 2015 - June 2017
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Links:

- LinkedIn
<https://www.linkedin.com/in/roxette-coritico-718417316/>
- Onlinejobs.ph:
<https://www.onlinejobs.ph/jobseekers/info/2100349>
- Skype:
live:.cid.c081dd45504528e3

References:

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- John Dave Pormento
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