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[https://carljastin.github.io/  
Portfolio/](https://carljastin.github.io/Portfolio/)

## OBJECTIVE

Seeks to obtain an employment as a virtual assistant. Experience in handling customer support inbound /outbound calls, sales outbound/inbound, chat and email support. Aims to provide exceptional service to customers to increase the organizations overall revenue growth

# CARL JASTIN FAINSAN

## EXPERIENCE

**December 07, 2019–September 20,2021**  
Customer Service Representative • AT&T

**October 11, 2021– March 11, 2022**  
Customer Service Representative • Optum

**June 6, 2022– February 15,**  
Sales Representative • Viator/TripAdvisor

Duties includes providing an outstanding service to customers and clients through calls, chats and emails.

## EDUCATION

**Erhard Systems Technological Institute**  
• Bachelor of Science in Computer Science

## SKILLS

Communication	<div><div></div><div></div><div></div><div></div><div></div></div>
Customer Service	<div><div></div><div></div><div></div><div></div><div></div></div>
Microsoft Office	<div><div></div><div></div><div></div><div></div><div></div></div>
Multi-tasking Skills	<div><div></div><div></div><div></div><div></div><div></div></div>
Administrative Function	<div><div></div><div></div><div></div><div></div><div></div></div>
HTML Coding	<div><div></div><div></div><div></div><div></div><div></div></div>
CSS	<div><div></div><div></div><div></div><div></div><div></div></div>