



CONTACT

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📍 21 Usaffe Street. Veterans Village
Brgy. Holy Spirit,
Quezon City

EDUCATION

Primary

Holy Spirit Elementary School
2009 - 2014

Secondary

Judge Feliciano Belmonte Sr. High School
2014 - 2020

Tertiary

Quezon City University
Bachelor of Science in Information
Technology (BSIT)
2020 - 2024

SKILLS

- Management Skills
- Creativity
- Digital Marketing
- Negotiation
- Social Media Management
- Computer Literate
- Basic Web Designing
- Video Editing

TOOLS



ROCHELLE PABILANE

ABOUT ME

As an aspiring virtual assistant, I possess a strong aptitude for administrative tasks, scheduling, and communication. I am eager to apply my organizational skills and attention to detail in a virtual assistant role. A proactive and adaptable learner, I am committed to delivering excellent support and contributing to team success. I am ready to leverage my skills and embrace new challenges in the virtual assistance field.

EXPERIENCE

Collective Solution Inc.

February - April 2024

Provided comprehensive desktop support, troubleshooting hardware and software issues to ensure seamless operations. Recognized for strong problem-solving skills and dedication to delivering exceptional customer service. Played a key role in maintaining desktop system functionality and optimizing productivity.

Telus International Inc.

2023- 2024

Evaluated social media content, user queries, advertisements, and products for alignment with guidelines and objectives. Analyzed data to optimize search engine functionality and enhance user experience. Contributed to strategic decision-making through critical analysis and proactive problem-solving.

Rapidoo Ph.

August - December 2023

At Rapidoo Ph., I managed text support operations and led recruitment efforts for riders. Utilizing Canva, I created eye-catching recruitment posters. My role involved effective communication, multitasking, and problem-solving to ensure a smooth recruitment process and contribute to company growth.

Appen Ltd.

2021- 2023

At Appen Ltd., I analyzed websites to assess plagiarism levels, conducted comparative analyses between original and plagiarized content, generated detailed reports, and collaborated with teams to uphold online content integrity.

REFERENCES

Crisleen Danielle L. Jimenez

Pineapple

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