

GERALDIN ESTUDILLO LARGA

Blk 23 Lot 4 ACM Phase 9 Woodstock Homes

Alapan 1-A, City of Imus, Cavite

larga.geraldine@yahoo.com.ph | (+63) 956 287 7295

Dedicated customer service professional with high experience providing exceptional support to clients in diverse industries. Known for my strong interpersonal and problem-solving skills, I am committed to ensuring the highest levels of customer satisfaction. Adept at handling inquiries, resolving issues, and fostering positive client relationships, I am eager to contribute my expertise and help maintain reputation for outstanding customer service.



CAREER OBJECTIVE:

- To learn and work hard with full dedication for the achievement of organization's objective and goals under satisfying job contact.
- To handle a challenging position where I can utilize my knowledge and skills wherein, I can acquire training and experience for my career advancement.

PROFESSIONAL SKILLS:

- Computer proficiency
- Leadership experience
- Communication skills
- Organizational know-how
- Hardworking, Adaptable and Team Player
- Flexibility and time management skills that can work under pressure
- Critical Thinking & Problem-Solving Skills with high attention to details
- Eager to learn

EDUCATIONAL BACKGROUND:

- **Golden Success Flight Attendant School**
Address: 65 Bldg, 840 M.F. Jhocson, 459, Manila 1015
Degree Program: Cabin Crew Training Center
Year Attended: 2016
- **Tertiary Education: International Electronics and Technical Institute**
Address: Emilio Aguinaldo Highway, Tanzang Luma III, Imus City, Cavite
Degree Program: Information and Communication Technology
Years Attended: 2012

WORK EXPERIENCE:

- **EUN K Entertainment Inc.**
Position: Executive Secretary
Period of Service: March 2022 - Present

- **Solaire Resort and Casino Manila**
Position: VIP High Roller
Period of Service: October 2014 – April 2015

- **Chavez Miranda Aseocha Law Office**
Position: Secretary
Period of Service: April 2013 – June 2014

- **MosBeau Philippines Inc.**
Position: Product Specialist
Period of Service: June – December 2012

CHARACTER REFERENCE:

Josue A. Lapitan
President and CEO
Liangon Power Corporation
(+63) 917 316 7687

Pablo Q. Aloyan
HR Manager
EUN K Entertainment, Inc.
(+63) 917 304 6357

Daisy V. Baldonado
Financial Advisor
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I hereby certify that the above information is true and correct base upon my knowledge and belief.

GERALDIN ESTUDILLO LARGA