



LLARA KATE G. BALIOS

Buntod , Bacong, Negros Oriental, Philippines 6216

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Objectives: To acquire and perform the knowledge and experiences that I gained in my past to my present work in achieving growth and development of the office.

PERSONAL INFORMATION

Date of Birth: July 18, 2005
Age: 18 years old
Place of Birth: Zamboanga City
Gender: Female
Status: Single
Height: 5'3"

PROFESSIONAL EXPERIENCE

- **Customer Service Representative**
Inspiro Relia Inc. – Dumaguete
January 2024 – February 2024 (1 month)
 - Managed customer inquiries and complaints with professionalism.
 - Assisted customers with product and service information.
 - Resolved issues efficiently, ensuring customer satisfaction.
- **Administrative Assistant**
Leon Kilat Bacong Mall
Shiela's Payment Center - Travel & Tours
March 2024 - Present (3 months)
 - Proceed payments and bookings for client
 - Handled customer inquiries regarding travel package

ACADEMIC PREPARATION

College: **Asian College of Science and Technology**
Dr. V. Locsin Street, Dumaguete, Negros Oriental
2023-Present

Senior High school : **San Miguel National High School**
San Miguel, Bacong, Negros Oriental
2022-2023

Secondary: **Buntod High School**
Buntod, Bacong, Negros Oriental
2020-2021

Elementary: **Guiwan Elementary School**
Guiwan, Zamboanga City
2016-2017

SKILLS and ABILITY

- Computer Literate
- Good Communication Skills
- Cheerful and pleasing personality
- Resilient (can react quickly to change)

LLARA KATE G. BALIOS
APPLICANT