






VINCE JASON RABALA

V I R T U A L A S S I S T A N T

PROFILE

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

CONTACT

-  09074352384
-  rabalavincejason01@gmail.com
-  E.B Magalona Negros
Occidental Philipines

SKILLS

- Customer Service Representative
- General Virtual Assistant
- Data Entry
- Market Research
- Marketing Influencer

EDUCATION

Technical Education and Skills Development
Authority Talisay City Negros Occidental

October , 2015 - March 5, 2016

Pierre and Paul Solutions Communications Skills
Development Training

October 25, 2017 - January 25, 2018

EXPERIENCE

FRONT END BAGGER SUPER VALUE INC.
February 6, 2017 - July 27, 2017

SERVICE CREW JOLLIBEE
July 28, 2017 - January 25, 2018

**CUSTOMER SERVICE REPRESENTATIVE
PANASIATIC SOLUTIONS INC**
May 7, 2018 - December 10, 2021

**CUSTOMER SERVICE REPRESENTATIVE
CONCENTRIX PHILIPPINES**
December 15, 2021 - October 30, 2022

INFLUENCER MARKETING
October 30, 2022 - April 30, 2023