|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | |  | Leonard P. Rabago |
| ProfileExperience September 2020 –August 2021  Virtual Assistant**•** Email Support **•** Enso E-Commerce   * Supports an online shop email inquiries such as products details, cancellation requests, damaged items, and refunds and return process via emails and also engaged in Facebook marketing.   September 2019–August 2020  Data Analyst**•** Business Process Specialist **•** Pointwest Innovations Corporation   * Assigned in healthcare department which concerns the customers requests for their health medication insurance such as adding them to the system and maintaining their medication details as well as removing them to the health plan. * Uses system that automates the process of receiving inquiries and requests of the customers. * Doing queries and reports.  Education University of Caloocan City, Congressional Rd Ext, Barangay 171, Caloocan, Metro Manila   * Graduate of bachelor’s degree in Information Systems * Knowledge learned about hardware and software applications and how they can use them to collect, filter, process, create and distribute data.  SkillsCommunication [Want to put your own image in the circle? It is easy! Select the image and do a right mouse click. Select “Fill” from the shortcut menu. Choose Picture… from the list. Navigate your computer to get the appropriate picture. Click okay to insert your selected image.] Leadership [Once your image has been inserted, select it again. Go to the Picture Tools Format menu. Click on the down arrow below “Crop” and select “Fill” from the list. This will auto adjust your image to crop to the image. You can click and drag your image to place it appropriately.] References [Available upon request.] |
|  |  | |
|  |  | Phase5Y Bagong Silang,  Caloocan City, 1426 |
|  |  | |
|  |  | +639667208218 |
|  |  | |
|  |  | Leonardrabago135@gmail.com |
|  |  | |
|  |  |  |
|  |  | |  |