Elred T. Sibulo

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Work Experience

Client Support Specialist – Back Office Associate, Global Strategic (March 2022 – Present)
- Worked as maintenance accounting support for a property management company
- Managed inbound and outbound calls to address tenant maintenance concerns efficiently and coordinated with maintenance teams and service providers to schedule repairs and resolve issues promptly.
- Reviewed the maintenance tasks after the job order was completed to proceed with billing
- Verified and approved Invoice bills including utility and non-utility bills.
- Provided training to backup resources on the designated task

Work Exposure

Student Office Assistant

Saint Paul University Quezon City - Administrative and Services Office (2019 – 2020)
- Assisted the Office with administrative tasks
- Delivered work orders to the school technical maintenance
- Created a detailed report for the maintenance department summarizing monthly expenses incurred for equipment upkeep and facility maintenance

Vice President for External Affairs - Information Technology Society
Saint Paul University Quezon City (2019 – 2020)
- Organized learning sessions and tutorials for underprivileged communities in Quezon City.
- Conducted an outreach program for the victims of the Taal eruption in Batangas.
- Represented the organization during the University community mission.

Education

Pateros Technological College (2023-2025)
        BS Information Technology
Saint Paul University Quezon City (2018 - 2020)
        BS Information Technology
Saint Paul College Pasig-Fr. Louis Chauvet Foundation School (2016 - 2018)
        Senior High School - GAS, With Honor
Nagpayong High School, Pasig City (2012 - 2016)

Skills and Qualification

- Proficient with Microsoft Word, Excel, and PowerPoint
- Typing Skill (30 words per minute)
- Able to communicate effectively through written and oral forms
- Attentive to details