

Eljhon Khyle Balderama

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I'm currently studying Computer Science at Christ The King College de Maranding, Inc. My passion lies in coding and creating captivating UI/UX designs, where I aim to craft visually appealing and user-friendly digital experiences. When I'm not immersed in technology, I love cooking and experimenting with flavors in the kitchen. I also have an insatiable curiosity that drives me to explore new realms, whether through travel, new hobbies, or staying up-to-date with emerging trends. Expanding my horizons is something I always look forward to.

Skills



Work History

2023-08 - 2024-01	<div><div>Virtual Assistant</div><div><i>Omnichannel</i></div><div>As an efficient and detail-oriented Virtual Assistant, I excel in managing executive calendars, and handling email correspondence. Proficient in Microsoft Office Suite and project management tools, I am adaptable to virtual collaboration environments. My expertise lies in multitasking, prioritizing tasks, and ensuring smooth administrative operations.</div></div>
2020-11 - 2021-02	<div><div>Call Center Agent</div><div><i>Dynata</i></div><div>Takes calls from customers answering questions or addressing any concerns they may have. Provide product and service information to customers. In charge of answering customer calls, listening to their concerns and solving problems. Handling both inbound and outbound phone conversations with clients to make sure everyone quickly gets the help they need.</div></div>

Education

2020-08 - Current

Tertiary - BS: Computer Science

Christ The King College De Maranding Inc. - Maranding Lala, Lanao Del Norte

2016-06 - 2018-03

Senior High School

Santo Niño Academy Baroy, Inc. - Poblacion, Baroy Lanao Del Norte

2012-06 - 2016-03

Secondary

Santo Niño Academy Baroy Inc. - Poblacion, Baroy Lanao Del Norte

2006-06 - 2012-03

Primary

Baroy Central Elementary School - Poblacion, Baroy Lanao Del Norte