



KAREN CAYE ZARATE

VIRTUAL ASSISTANT

CONTACT ME AT

📍 Pangasinan, Phillippines

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PERSONAL PROFILE

A Virtual Assistant/ Freelancer can do various tasks. A tech savvy and problem solver that you can rely on. Enthusiastic individual with superior skills in both team based and independent capacities.

WORK EXPERIENCE

Integrated System pangasinan

Worked as a personal assistant doing some Typing, formatting, and editing reports, documents, and doing basic databases, and keeping records. Observing best business practices and etiquette.

Greenwich urdaneta

Worked as a Customer service representative by helping the guest to get the information or services that we offer. I listen and accomodate their request and collect their contact information for our delivery services . I also do marketing by offering them our promotion's and to upgrade their orders.

Sm home urdaneta

Responsible for supporting the daily sales of sm home department store. Maintaining positive relationship to our customers and to assist them.

I also read and study about our products for me to improve my customer sales everyday

SKILLS

- Knowledge in Html and Css
- Communication Skills
- Knowledge in Sales and Marketing
- Email Management
- Data Entry
- Time Management.
- Computer skills
- Team Work
- Efficient
- Independent
- Problem Solver