

Leira Marie Azurin

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OBJECTIVE

To obtain a challenging position that allows me to reach my full potential, utilizing my abilities and experience in a progressive, collaborative, and honest organization.

WORK EXPERIENCE

Support Staff – Government Internship Program

7/2024-9/2025

4th Congressional District Office of Isabela | Mabini, Santiago City

- Provided administrative and field support for various initiatives under the Educational Services Program.
- Assisted constituents with inquiries and concerns related to educational assistance, ensuring efficient, respectful, and client-centered public service.
- Accurately encoded and handled client data records and databases to support documentation, reporting, and efficient program monitoring.
- Collaborated with other teams across the congressional office—especially the Medical Assistance Unit—to assist clients in processing and securing their medical assistance needs.
- Supported coordination and implementation of events and community programs requiring inter-team cooperation.

Facebook Page Manager

11/2023-7/2024

Reseller of K Gold Beauty Essentials Corp. I Remote

- Managed Facebook ad campaigns, ensuring we reached the target audience and drove conversions.
- Posted daily product information to engage followers and promote sales.
- Responded to all customer inquiries promptly, ensuring high satisfaction and driving product sales.
- Tracked customer orders from initial inquiry to delivery, ensuring a smooth and efficient process.

Non-voice chat support Representative

3/2021-9/2021

K Gold Beauty Essentials Corp. I San Pedro, Alicia

- Sold a variety of products on the company's Facebook page.
- Utilized effective communication skills to persuade potential buyers within my target market to make a purchase.
- Tracked all orders to ensure successful delivery, using a Google Sheet to monitor order status.
- Self-driven and responsible for meeting daily and monthly sales target.
- Ensured customer satisfaction by providing high-quality service and addressing any concerns or issues that arise.

EDUCATION

Bachelor of Science in Computer Engineering

2019-2023

AMA Computer College – Santiago Branch

TECHVOC: Information and communications Technology**2017-2019**

AMA Computer College – Santiago Branch

- With Honors

SKILLS

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- Administrative & Field work support
 - Proficient in Microsoft Word, Excel, and Google sheet
 - Troubleshooting
 - Computer literate
 - Reliable
 - Good Organizational
 - Analytical
 - Decision-making
 - Fast learner
 - Communication
 - Time management

REFERENCES**Sedfrey Acosta Dela Cruz**

Former Political Affairs Officer II

4th Congressional District Office of Isabela

House of Representatives

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09171135382

Rhea Bersabe

Director, K Gold Beauty Essentials Corp.

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I hereby declare that all the information given above is true and correct to the best of my knowledge.



LEIRA MARIE AZURIN
Applicant