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|  |  | | NIchol Mosende Lecera  Virtual Assistant/Typist | |
| Profile Hello, my name is Nichol and I’m currently living in Zone 8, Patag, 6th Division Cagayan de Oro City. I’m more likely an ambivert person with a unique personality, I like to go hang out with a few friends and at the same time I feel like I want to isolate myself when I need to.  I’m a resourceful person, efficient, keen to details, a learner, a time keeper and loves to discover new things. I’m a type of person that tend to focus on things that I’m interested.  When it comes to work, I always care about the feedback from my clients. I’m open to positive and negative feedback as I always believe that it really helps you to develop more on your skillset. The only thing that I’m still working on is when I’m more focus on my work, I tend to overthink and go into deep realization for myselfs worth. Nevertheless, I always make sure that I will do my best to give you the best results you deserve. Contact PHONE:  +63-906-846-1463  WEBSITE:  @facebook  @instagram  @tiktok  EMAIL:  nichollecera11@gmail.com Hobbies Computer Enthusiast  Graphic Designing  Playing Soccer/Futsal  Playing bass guitar  Surfing Internet | |  | | EDUCATIONUniversity of Rizal System June 2014– April 2016  Bachelor of Science in Business Administration Major in Marketing Management Cagayan de Oro College Phinma Education Network June 2017 – March 2018  Bachelor of Science in Information Technology WORK EXPERIENCEJollibee LourdesService Crew Capistrano Street, Cagayan de Oro City  2011 Momentum Kinetics InternationalProduct Merchandiser Ayala triangle Gardens, Makati Avenue, Makati City  March –August 2012 Ibex Global SolutionsCustomer Service Representative Hanson Building Ortigas Center, Pasig City.  August 2015 – February 2016   Quicktate LLCTypists/Trancriber/English Proofreader San Francisco, California, USA  April 2016 – present Virtual AssistantAppointment Setter/Social Media Manager/Support WFH  July 2020 – present | |



