

JONARIS MEGG LOIS D. AQUINO

Taytay, Rizal | Mobile #0905 511 0152 | meggaquino25@gmail.com

BASIC INFORMATION

Age: 23 years old

Date of Birth: August 25, 2000

Civil Status: Single

Citizenship: Filipino

Religion: Roman Catholic

Languages: English and Tagalog



SKILLS

- Work appropriately while under time pressure
- Ready to undergo training
- Familiar with ala mode Total Software
- Familiar with the Internet, MS Office, and Windows programs
- Customer service
- Speaks and writes in the English language
- Cold calling
- Lead generation

EMPLOYMENT HISTORY

True Footage Inc. (previously Denver Residential Appraisal), Home-based

November 2021 - December 2023

- Worked as an Appraisal Data Entry VA
- Carried out additional administrative duties as required
- Gathering data needed for home appraisals
- Analyzed records with information for home appraisals
- Reported any discrepancies in the appraisal documents, and obtained any missing information or documents required for the appraisal.
- Managing appraisal reports from several states (CO, KS, MO, TN, IL)
- Training recently hired co-workers.

Corona Software Development Services, Cainta, Rizal

June 2019 - August 2019

- Worked as a call center agent.
- Responsible for sales marketing and customer service

Kryzie Salon, Binangonan, Rizal

APRIL 2016 - APRIL 2018

- Family-owned business
- Handles management and employees

Kopi-kopi Café and Kitchen, Cainta, Rizal

January 2019 - March 2019

- Worked as a server

EDUCATION

Global Culinary and Hospitality Academy, Pasig City

S.Y. 2019 - 2020

Studied Culinary Arts

Siena College of Taytay, Rizal

S.Y. 2017 - 2019

Studied Technical-Vocational-Livelihood Strand

CHARACTER REFERENCE

Kurt Stieghan

True Footage/Denver Residential Appraisals

Regional Manager (Previously Owner of DRA)

Nashville, Tennessee

kstieghan@gmail.com