



RHEALYN NABUAL

INFORMATION TECHNOLOGY STUDENT

CONTACT



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Blk 20 Lt 29 A-6 Veterans
Bagong Silangan Q.C, Metro
Manila, Philippines

EXPERTISE

- Management Skills
- Creativity
- Digital Marketing
- Negotiation

LANGUAGE

- English
- Filipino

SOCIAL MEDIA ACCOUNT

Facebook:

<https://www.facebook.com/mylifeaintfun>

Instagram:

@f.rtnit3

OBJECTIVES

- Highly motivated and creative individual seeking a position as a Virtual Assistant, specializing in social media designs. I am passionate about using my skills in graphic design and social media management to help businesses enhance their online presence.
- As a student, I am highly organized, detail-oriented, and possess excellent time management skills, allowing me to effectively balance my academic responsibilities with my role as a Virtual Assistant. I am committed to providing exceptional support, contributing to the success of clients while gaining valuable real-world experience in the field.

WORK EXPERIENCE

Customer Service Representative at Teleperformance

January - April 2022

- Assist customers in solving their problems about their food and questions regarding with their orders
- Understand the impact of attitude in handling calls professionally effectively deal with job stress, irate customers and use the most appropriate way to communicate with different behavior types on the call.
- Accomplished having a good attendance and also not latecomers.

EDUCATION

National University

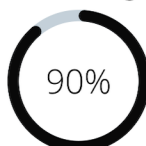
Bachelor of Information Technology with specialization in Mobile and Internet Technology (BSIT-MI)

2022- Up to Now

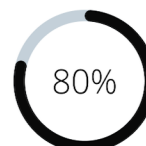
Honors: Dean's Lister since 1st Term aiming for Summa Cum Laude

SKILLS SUMMARY

Technology
Learning



Data
Visualization



Project
Management

