



Jeremy Aisac Tagarda

Birthdate: March 30, 1996

**VIRTUAL ASSISTANT/ACCOUNT
MANAGER**

Personal Summary

I am a results-oriented Virtual Assistant with excellent communication skills looking to obtain a position to expand my knowledge and utilize my time into something worthwhile.

Core Skills

- Interpersonal Skills
- Data Entry
- Email Management
- Human Resource Management
- Problem-Solving
- Quality Testing
- Translation
- Writing

Work History

VIRTUAL ASSISTANT

Direct to client
March 2019 - May 2022

- Select and hire staff
- Administering pay, benefits, and leave
- Enforce Business Policies and Practices
- Manage Email and Database ecommerce business
- Handle client transactions/PO
- Prospecting target clients
- Looking for the right the right person to connect with

ACCOUNT MANAGER

ICAPE Group
January 2019 - March 2021

TECHNICAL SUPPORT/CSR

*Teleperformance
(T-Mobile)*
October 2018 - January 2020

- Assist customers to manage account and finances
- Troubleshoot phones' software and hardware problems
- Process warranty exchange for devices

Academic History

UNIVERSITY OF SCIENCE AND TECHNOLOGY OF THE PHILIPPINES

Undergraduate
4th Year College
SY 2012-2018

- BS Technology Communication Management
- Major in Mass Communication
- Major in Technology
- Major in Business Management

Contact Details

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Onlinejobs.ph:
<https://www.onlinejobs.ph/jobseekers/info/1124853>

Contact Number

+63995-354-8659

CITIZENSHIP

Filipino

CIVIL STATUS

Married

LANGUAGE

Filipino, English