


OLIVER GARCIA JR.

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ABOUT ME

Recent graduate with a Bachelor of Science in Computer Engineering and a proven track record as a Virtual Assistant, seeking an entry-level position. Eager to apply my technical skills, dedication to continuous learning, and problem-solving abilities to contribute effectively.

WORK EXPERIENCE

VIRTUAL ASSISTANT (PART-TIME)

- Contributed to the maintenance of the company's top brand by providing high-quality and quantitative support.
- Offered data-driven insights and recommendations to implement best practices, resulting in monthly sales improvement.
- Recognized as the top performer of the month among a group of twenty assistants.

CUSTOMER SERVICE REPRESENTATIVE

- Provided primary customer support to internal and external customers.
- Addressed customer inquiries and concerns promptly, ensuring satisfaction and escalating major issues as needed to supervisors.
- Attentively addressed customers' unique needs and preferences, enhancing overall service quality.

EDUCATION

BACHELOR OF SCIENCE IN COMPUTER ENGINEERING

Polytechnic University of the Philippines - Sta. Mesa, Manila

SKILLS

- Proficient in Microsoft Office Applications (Word, Excel, PowerPoint), and other relevant software applications.
- Knowledgeable and familiar with C++, C#, and SQL. Eager to expand skill set through continuous learning.
- Highly adaptable to evolving technologies and shifting work environments.
- Efficiently manages multiple tasks and priorities while maintaining a high level of accuracy and attention to detail.
- Demonstrated expertise in structured problem-solving and analytical thinking.

ORGANIZATION

PUP-ACCESS

Association of Concerned Computer Engineering Students for Service

- Actively promoted the general welfare of computer engineering students.
- Facilitated educational, physical, and social well-being initiatives for members.
- Worked on CoRES (Computer Research and Engineering Symposium) as a logistic member, organizing seminars and workshops.