PAMELA ANGELA

PAMINTUAN



# Contact

## Address:

77 Pinpin Compound, Purok 4, Pulung Maragul, Angeles City

**Phone:**

+63 975 068 9417

**Email:**

pamelaangela14@gmail.com

Hobbies

Sing

Travel

Draw

Watching movies and anime

Objective

A highly organized and hard-working individual looking for a responsible position to gain more practical experience, that will challenge me and allow me to use my education, skills, and past experiences in a way that is mutually beneficial to both myself and my employer to fully utilize my skills while making a significant contribution to the success of the company.

Skill Highlights

|  |  |
| --- | --- |
| * Active Listening
* Leadership
* Time Management
* Willingness to learn
* Professionalism
* Creativity
* Adaptability
 | * Problem Solving
* Positive Attitude
* Service-focused
* Computer Savvy
* Teamwork
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Education

College:

**Angeles University Foundation** – 2009-2013

## Degree: Bachelor of Science in Information Technology MacArthur Highway, Angeles City

High School:

**Francisco G. Nepomuceno Memorial School** – 2004-2008

## Citicenter Pandan, Angeles City

Elementary:

**Abelardo G. Tinio Elementary School** – 1998 - 2004

## Capaya 2, Angeles City

Personal Information

**Age:**

30

**Gender:**

Female

**Height:**

157 cm.

**Weight:**

62 kg.

**Date of Birth:**

January 16, 1992

**Status:**

Single

**Place of Birth:**

Angeles City

**Religion:**

Roman Catholic

Experience

**Data Encoder** – 2013

**Clark Data Center Inc.**, Clark Freeport, Zone, Angeles City

* Accurately and efficiently encode all data that needs organizing and recording
* Perform any other office tasks that management requires assistance with (sending emails, answering phones, etc.)
* Maintain report logs of in-progress and/or completed work

**Customer Service Representative** – 2020-2021

**Sutherland Global Service**, Clark Freeport, Zone, Angeles City

* Identify and assess customers’ needs to achieve satisfaction
* Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution
* Keep records of customer interactions, process customer accounts, and file documents

**Virtual Associate** – 2020 - current

**Freelancer -** Angeles City

* AMAZON – data management, data entry, order fulfillment and e-commerce management.
* Facebook and Instagram – social media management, sending messages, adding leads and doing reports
* Real Estate – managing lead information, creating campaigns, adding more leads, updating the monthly post, and sending emails.
* Cold calling – Medical Doctors - managing database information of all clients. Calling patients and booking their appointments.
* Project Manager – generate documentation about projects and data analysis reports, email management, including web research, small web development, doing some flyers, logos and etc. using Canva

***I hereby certify that the above information contained in this resume is in accordance with facts or truth to my knowledge.***

**PAMELA ANGELA PAMINTUAN**