

Joemaebel Louise Tabaniag



Education

- Technical-Vocational-Livelihood Track
STI COLLEGE CAGAYAN DE ORO CITY 2020-2021
- Bachelor of Science in Hospitality Management 2020-2023
STI COLLEGE CAGAYAN DE ORO CITY

Contact

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Jasaan, Misamis Oriental

About Me

A meticulous professional with well-versed in providing quality administrative and customer service support through effectively handling remote office procedures and calls. Effectively able to meet set deadlines and process information through well-honed research skills.

Skills

- Communication skills
- Responsiveness and reliability
- Detail-oriented
- Integrity
- Critical thinking
- Calendar management
- Email management
- Customer service
- English proficiency

Experience

- General Virtual Assistant
Direct Client- 2023-2024
 - responsible for managing and organizing the product within a Shopify store
 - Email Management
 - Admin task
- Sales Representative/Customer Service Representative
OC TECH BUSINESS SOLUTION - 2020 - 2022
 - primary objective is to generate leads, build relationships with potential clients, and drive sales through a mix of in-person meetings, phone calls, and online communication.
 - responsible for handling inbound and outbound customer calls, assisting with inquiries, resolving issues, and providing information about products or services.

References

Madel Maquero Duff

Bukidnon State University Faculty Member, Former Academic Head from STI COLLEGE CDO

Phone: 09171428050

Dimple Lamparin

Human Resource Manager of OC Tech Business Solution

Phone: 09943759021

Louie Mar Tabaniag

Licensed Professional Teacher, Former Business Development Specialist for Philippine Seven Corporation

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