

# GWAINETH STEFHAN PABINGUIT

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Goal-driven with strong attention to detail; holds in high regard timely and high-quality work. With proven ability to collaborate and work with teams.

## ELIGIBILITY

**AUGUST 2019**

**CIVIL SERVICE EXAMINATION PASSER, PROFESSIONAL LEVEL**

## WORK EXPERIENCE

**APRIL 2022 – PRESENT**

**BANCASSURANCE SALES EXECUTIVE, BPI-AIA**

Entails finding new clients as well as offering other products to an existing customer base. ensures that the relationship between the existing client as well as the partner bank is well-maintained.

**AUGUST 2021 – APRIL 2022**

**VIRTUAL ASSISTANT, GLOBAL OFFICE WORKS**

Handles social media accounts and business pages such as Facebook, Instagram, Tiktok, LinkedIn, Youtube, GMail and Google My Business. Answers client inquiries across different social media platforms and creates contents such as blogs and captions for postings. Familiar with Canva and google applications such as Docs and Sheets.

**MAY 2020 – JULY 2020**

**CUSTOMER SERVICE REPRESENTATIVE, QUALFON DUMAGUETE INC.**

Offers technical support to clients of a telecommunications company based in the US.

## EDUCATION

**JULY 2021**

**AB SOCIAL SCIENCES, NEGROS ORIENTAL STATE UNIVERSITY**

CHAMPION – First Jose Rizal Intercollegiate Essay Writing Contest

SCHOLAR – Temasek Foundation International Specialists’ Community Actions & Leadership Exchange Program 2018 in Ngee Ann Polytechnic, Singapore  
INTERNAL VICE PRESIDENT – League of Student Organizations Executive Board 2018-2019

**MARCH 2015**

**SIQUIJOR PROVINCIAL SCIENCE HIGH SCHOOL**

## **SKILLS**

- Computer literate
- Articulate public speaker
- Good leadership skills
- Strong attention to detail
- Deadline conscious
- Well-rounded

## **AFFILIATIONS**

TREASURER – Humanists Alliance Philippines International (HAPI), Dumaguete Chapter

MEMBER – Association of Young Environmental Journalists (AYEJ), Dumaguete Chapter