



# RALPH BENEDICT O. GARCIA

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Blk 159, Lot 11, Zone 2, AFP Housing, Bulihan, Silang, Cavite

## OBJECTIVE

A highly motivated and determined fresh senior high-school graduate who seeks for a job in an organization where I can fully utilize my skills and talents in the best possible way to help achieve company's success.

## PERSONAL DETAILS

Age: 20  
Gender: Male  
Religion: Catholic  
Citizenship: Filipino  
Civil Status: Single  
Date of Birth: April 15, 2002  
Place of Birth: Lucena, Quezon

## SKILLS

- Microsoft Office
- Time Management
- Detail-oriented
- Proficient in oral and written communication
- Ability to meet deadlines
- Computer skills

### *Character References:*

**Mrs. Geraldine Parayno - 09175300191**  
Warehouse Manager  
Pro Board Technology Services Corp.

**Mrs. Glenda G. Sison - 09178254536**  
Product Development Project Manager  
Analog Devices Philippines

**Mr. Denhiel Tallada - 09567590958**  
Customer Success Manager  
Sprout Social

## EDUCATION

SENIOR HIGHSCHOOL • 2018 – 2020  
AMA COMPUTER COLLEGES – ARA VISTA, BICLATAN, GEN. TRIAS

JUNIOR HIGHSCHOOL • 2014 – 2018  
CASA DEL NIÑO JESUS DE PAGBILAO - PAGBILAO, QUEZON

## INTERESTS/ACTIVITIES

Coding (*Basic* – JavaScript, HTML, C++, SQL)  
Video Editing (*Basic* – Sony Vegas Pro 17, Adobe Premiere Pro, Adobe After Effects)  
Photo Editing (*Basic* – Adobe Photoshop, Adobe Illustrator, GIMP)  
Photography (*Basic* – Micro Photography, Lomo Photography, Vintage Photography)

## JOB EXPERIENCE

**Account Associate I** September 2020 - January 2021  
VXI (G/F Five Ecom Center, Mall of Asia Complex, Pasay City, 1308 Metro Manila)  
Telco Account – ATNT MSS (Permanent)

**Virtual Assistant I** March 2021 - April 2022  
Social Media Management  
Cold Calling – Real Estate

**Technical Support Representative I** February 2021 - April 2022  
Concentrix (179 PHL Quezon City - Spark Place 11<sup>th</sup> Flr)  
Retail Account - Macy's Omnichannel (Seasonal)  
Educational Account - Pearson (Permanent)  
Food Delivery Account - GrabFood (Permanent)