



Alyssa Krizelle Mejico

Contact

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Relevant Skills

- Computer literate. (Microsoft Software ad Google Suite Tools, CRM)
- Effectively managed to work under pressure to be able to think for reliable thoughts that will make the problem solved easier and beneficial.
- Organized and dedicate with positive attitude.
- Presented active listening to customers' concern by executing proper approach during service transactions and taking down the information to address the customer concern.
- Proper attention to detail when executing ad hoc tasks such as data entry, email outreach, product description.

Work Experience

Customer Support Representative (Non- Voice)

- Bruntwork Nov 2021 – Oct 2022
- Assists all queries in marketplaces sites in different brands of the company.
 - Proper handling and resolving complaints, update shipments to track delays
 - Basic ad hoc tasks such as sorting and organizing email, email outreach, completing data in spreadsheets, encoding data

Customer Support Representative

- DeliRush July 2021 – Oct 2021
- Identify, understand to all queries related to company's platform including updated prices, promos, and discounts.
 - Provide detailed status reports for daily, weekly, and monthly transactions.

RFID Toll Assistant

- Easytrip Services Corp. Oct 2020 – Jun 2021
- Responds to concerns and complaints in a prompt and efficient manner
 - Data entry and preparation of daily reports.

Sales Executive

- Alphamile Dealers Inc. Jan 2020 – Sept 2020
- Maintaining professional relationships with current and potential clients
 - Constantly improves techniques for selling to achieve selling goals and sales quota
 - Manage social media platforms (Facebook and Instagram) by creating post, boosting ads, basic graphic design for product posting, creating product description and managing inquiries.

Academic History

- APEC SCHOOLS – Las Pinas** 2017 – 2019
Senior High School
- Accountancy, Business and Management
 - Academic Excellence Award
- CAA National High School** 2013 – 2017
Secondary Education
- Academic Award –Top 5 Student
- CAA Elementary School** 2007 – 2013
Primary Education
- Top 5 Student

Training and Certification

Civil Service Eligibility

Sub- Professional Level | August 2019

Civil Service Commission

Accelerated Career Experience

Senior High School Training | Mar 2019 – May 2019

APEC Schools – Las Pinas owned by AYALA

General Virtual Assistant

Knowledgeshare Online Tutorial Services | August 2021

ESL Tutor

Knowledgeshare Online Tutorial Services | August 2021

E-Commerce and Entrepreneurship

Knowledgeshare Online Tutorial Services | August 2021

Xero Bookkeeping, Xero Payroll with Australian Taxation

Virtual Assistant Training Philippines | October 2022

Affiliation

Science Writer

Balikatan Newspaper | 2016 – 2017

Journalism Club – CAA National High School

Work References

Sheene Timbol

Trainer, Accelerated Career Experience

APEC Schools–Las Pinas

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