



JOE VICXEL I. MONTILLA

Customer Support
Representative


PROFILE

Advisor 1- Customer
Support Representative


I am self motivated and
hard working person.

I am looking foward for
my first work experience
as a Virtual Assistant.

CONTACT ME

 0961- 132- 7271

 montillaxel@gmail.com

 Barangay Basak,
Basak- Mercado
Street, Lapu- Lapu
City, Cebu 6015

➤ EDUCATION

CEBU TECHNOLOGICAL UNIVERSITY- MAIN CAMPUS

Bachelor of Arts in English Major in
Applied Linguistics

2013- 2014

➤ OBJECTIVES

- To establish new career.
- To be able to go extra mile.
- To be able to provide effective service to others.
- To constantly develop more skills and grow professionally.

➤ SKILLS

- ·Excellent communication skills.
- Ability to listen attentively.
- Patient.
- Flexible.
- Organized.
- Ability to multi- task.
- Ability to follow instruction and deliver quality results.
- Computer literate

 **WORK EXPERIENCE****COMPANY NAME**

Concentrix I2 Bldg Jose Ma Del Mar
Avenue, IT Park Lahug, Cebu City 6000,
Cebu Philippines

YEAR

2016 until present

JOB DESCRIPTION

- Answering questions about a company's products or services.
- Processing orders and transactions.
- Resolving issues and troubleshooting technical problems.
- Delivering information about a company's offerings.
- Providing proactive customer outreach.
- Handling customer complaints.
- Collecting and analyzing customer feedback.