

Lester Vincent Tejada Larraga

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I'm Mr. Larraga applying for a job that fits in my working ability and special skills. The best thing about me is I work well in a team & geared towards virtual or face-to-face work ethics. With my work experience I am confident with my good listening and communication skills in using my creativity as a media production and public relations practitioner. I am always up for a new work environment and always plan ahead to make sure I manage my time & strategize to highly achieve the goal of the company I belong.

PERSONAL BACKGROUND

Age: 33
Birthday: September 2, 1989
Religion: Roman Catholic

Height: 175 CM
Weight: 95 KG
Civil Status: Married

EDUCATIONAL BACKGROUND

Bachelor of Arts in Communication
Major in Media Production & Public Relations
De La Salle University-Dasmariñas, Cavite

2006 – 2019

On The Job Training

- **De La Salle University-Dasmariñas, Cavite**
Marketing Communication Office

- **ABS-CBN, Mother Ignacia Street corner Sgt. Esguera Avenue, Quezon City**
Movie Directing and Scriptwriting Unit
Under the supervision of Mr. Rahyan Carlos

Child Development and Guidance Center
Covelandia Road, Pulborista Bacoor-CALABARZON

1996 – 2006

WORK EXPERIENCES

Skylight Frames USA

October – December 2022

USA

Remote work from home setup

In-charge in:

- Email Support and Billing
- Shipping Information
- Technical Support

FEDEX Premiere Customer Support/ Email

2020- June 2022

IBEX – SHAW – FEDERAL EXPRESS

Shaw it center mall, 1552 Mandaluyong, Philippines

In-charge in:

- Basic Process On boarding
- Case Management
- Claims handling
- Execution of Solution Logistics
- Inquiry & Issue Resolution
- Relationship Management

Healthy Calorie Restaurant

2018 –2020

Customer Relations/Cashier/Staff Trainer/Customer Relations Support

Manama, Bahrain

In-charge in:

- Cashier
- Staff Trainer

IQOR – DASMARINAS – SPRINT TELECOM

2016 –2018

SPRINT Customer Service Representative

Gen. Aguinaldo Highway, Pala-pala, Dasmaringas, 4114

In-charge in:

- Billings
- Technical Support
- Insurance

Schola Nozaria Private Tutor

2010-2015

English & Music (PHEM) Subject Private Tutor

Schola Nozaria- Balayan Batangas

FREELANCE WORK

Freelance Voice Actor and Radio DJ

2010- Present

Independent Voice Actor/Music Editor/Radio DJ

In-charge in:

- Independent Voice actor
- Music Editor/Music Producer
- Layout Artist

SPECIAL SKILLS

- Research and analysis of information
- Writing for clarity and explanation
- Public speaking
- Media production & relations
- Visual & creative design

CHARACTER REFERENCE

Dr. Noella Cachuela

+639209646287

mlcachuela@dlsud.edu.ph

Chair, Communication Arts Department

De La Salle University- Dasmariñas, Cavite

Ms. Marissa Bagunas

+639178292891

schola.nazaria@gmail.com

Principal, Schola Nozaria- Balayan Batangas

Mr. Rahyan Carlos

Professor, Communication Arts Department

ABS-CBN Talent Artist Center Director & Trainer

De La Salle University- Dasmariñas, Cavite