




NICOLE UMALI

CONTACT

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 Nicole Umali

EDUCATION

Bachelor's Degree in
Business
Administration

New Era University

June 2018 - August 2022

No. 9 Central Ave., Quezon City

SHS - Arts and Design
(Media Visual Arts)


New Era University - IS


June 2016 - April 2018


No. 9 Central Ave., Quezon City

SKILLS

 Cloud Based Knowledge

 Data Entry

 Time management

 Organisational skills

 Microsoft Office

 Communication skills

 Administrative experience

 Computer skills

CAREER OBJECTIVE

I will offer to your organization my relevant experience and abilities that I have accumulated over the past year. I have also put a lot of effort into developing my teamwork and communication skills, including hard skills that are needed, which I will utilize in my future career, which would be in your company if I were chosen for the role.

EXPERIENCE

Administrative Assistant

Swanie Umali Junkshop (March - August 2022)

I help with the administrative tasks in our business. I use computer software to create spreadsheets; manage databases; and prepare presentations, reports, and documents.

Customer Service Representative

Alorica Inc. (September 2021-February 2022)

I handle complaints, provide appropriate solutions for customers, and follow up to resolve any issues their customers experience.

Technical Support Representative

VXI Global Inc. (July - August 2022)

I help to identify, investigate, and resolve users problems with computer software and hardware