



Contact

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+63 991 451 4004

Email

bryzedelatorre@gmail.com

Address

San Vicente, Liloan, Cebu

Education

Highschool

Arcelo Memorial National Highschool
San Vicente Liloan, Cebu
2010-2014

College

Cebu Technological University
(Main Campus)
2014-2017

- Rent Manager Expert
- CRM / Monday
- GDS Trained (Amadeus, Sabre, Apollo, Worldspand and Fare Logi)
- Computer Savvy
- Email Communication

BRYZE DELA TORRE

Customer Service

Dedicated real estate administrative assistant with 2 years of experience in supporting property transactions and managing documents. And a professional Customer Service Representative with over 4 years experience including supervisory calls. My unique professional experience stems from years of providing excellent customer support, creative, problem solving and building customer loyalty.

Experience

2017 - 2019

Onset23 Data Solutions

Customer Service / Appointment Setter

- Help customers through question and complain
- Helps customer on setting an appointment for client's car recall

2019-2020

Sykes Asia Inc.

Customer Service

- Help customer through questions and complain
- Help client's with their food orders to the restaurant
- Help client to deliver food orders

2020-2021

Freesky Travel and Tours

Travel Consultant

- Help customer through questions and complain
- Help book flights and hotel Creating a packing vacation trip to the client

2021-2022

The ResultsCX

Customer Service

- Help customer through questions and complain
- Help client with their subscription of the satellite radio
- Help customer to cancel, continuing, and merging accounts of their subscription

2022-2023

Enshored Philippines

Customer Service

- Sending emails to business travelers Booking, changing and cancelling trains, flights, cars, hotel and conference,

2023-2024

CT Prime Solutions

Property Management Virtual Assistant

- Assist in the financial management of properties, including rent collection, bookkeeping tasks, and preparation of monthly financial summaries. Also, manage bills and payments, Leases, Renewals, and sending out tenants to collections.