



+639088842892

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Quezon, City



ARRIANNE BALAGTAS

Helping others stay organized and stress free is what I love most. As an aspiring Virtual Assistant, I'm passionate about bringing efficiency, creativity, and a personal touch to every task. I believe that behind every thriving business is a strong, reliable support. I am eager to be the person anticipating your needs, solving problems, and making your day just a little easier. Let's build something great together!



Experience

2021 - 2023

Email Associate Representative CarParts.com | BGC, Taguig

- Strong customer service skills able to handle email and chat support Ability to multi-task, adopt to change and achieve performance goals on a month to month basis
- Effectively communicates well with all levels of staff and managements to meet client needs
- Ability to learn new updates quickly for the effectiveness of being an associate

2016 - 2018

Customer Service Representative VXI Global Solutions, Inc. | Panorama North Edsa, Quezon City

- Strong customer Service skills, basic troubleshooting and inbound sales
- The capacity to multitask, adapt to change, and meet performance targets on a monthly basis.
- Effectively communicate with all levels of personnel and management.

Tools

Google Workspace

Canva

Slack

Salesforce

Calendly

Asana

Microsoft Office

Trello

Zoom

Facebook

Instagram

LinkedIn



Experience

2014 – 2016

Customer Service Representative

Transcom | EDSA Ortigas, Quezon City

- Solid client service abilities, fundamental problem-solving, and inbound sales
- The ability to multitask, change-adapt, and monthly fulfill performance goals.
- Effectively communicates with management and staff at all levels in order to meet
- customer demands.

2013 – 2014

Customer Service Representative

IBM Daksh | UP Ayala Technohub, Quezon City

- Inbound and Outbound call handling
- Basic Troubleshooting
- Solid client service abilities, fundamental problem-solving, and inbound sales
- The ability to multitask, change-adapt, and monthly fulfill performance goals.
- Effectively communicates with management and staff at all levels in order to meet customer demands.

2009 – 2010

Customer Service Representative

Stream Global Services Inc. | SM North Annex, QC

- Strong customer service skills
- Basic troubleshooting and inbound sales
- Multitask, adapt to change, and meet performance targets on a monthly basis
- Effectively communicates with all levels of personnel and management

2005 – 2008

Outbound Sales Representative | 24by7 Contact Solutions Inc., Tomas Morato, QC

- Strong customer service and sales techniques
- Performing cold calls contacting leads and sales presentation
- Ability to target and achieved sales quota on a month to month basis

Education

COLLEGE

De Los Santos College – STI
B.S. Nursing
2003 – 2004

SECONDARY

Manuel Roxas High School
1999–2003

CONTACT



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