



PREXUS CINCO

POLITICAL SCIENTIST

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ABOUT ME

I am meticulous, goal-oriented, and have a strong attention to detail. A Political Scientist from Cavite State University Indang with exceptional presentation and writing skills with over 6 years of Customer Service and Administrative Assistance experience will be utilized. Also, come with a proven ability to efficiently and calmly do schedule changes and manage several priorities as well as proficiency in PowerPoint, Excel, and Outlook. A resourceful person who has a strong ability to manage multiple tasks.

Come with a solid background in civic engagements inside and outside the University both local and international. An active in socio-political issues promoting and advocating human rights and international diplomacy, and had joined civic movements both nationally and internationally to advocate and ensure the human rights of the people are observed and acknowledged.

EMPLOYMENT HISTORY

Administrative Officer II, Presidential Communications Office, Malacanan Palace

September 2024 – February 2025

- Presidential Communications Office is the primary media of the Office of the President of the Philippines delivering important news and updates of the President's projects and relevant activities.
- As an Administrative Officer II, I am tasked to maintain and update various database and records regarding the incoming and outgoing property and supplies within the office and several offices in the Presidential Communications Office.
- Recognized in the office providing initiative and projects in improving relevant database and systems in the office.

Team Manager, IGT Solutions

January 2024 – August 2024

- IGT Solutions formerly known as InterGlobe Technology is an international telecommunications company provides contact center and Customer service both local and international.
- As a Team Manager, I am tasked to provide relevant feedback to agents and attainable actions, achieve team success and reports to management for calibration sessions of the operation.
- Awarded as the best team manager and top performer

Operations Supervisor, Support Services Group

October 2022 - December 2023

- Support Services Group focuses on people, technology, and solutions. Intelligent contact center and automation solutions. IT Support BPO.

- As a operations Supervisor, I am tasked to provide relevant feedback to agents and attainable actions, achieve team success and reports to management for calibration sessions of the operation.
- Awarded as the best team leader and the top performer for consecutive months

Legal Assistant, Arash Injury Law Firm - California

Jan 2023 - July 2023

- Arash Law Firm is one of the most widely-known and thriving California injury law firms with a legal team of over 100, who collectively give unparalleled customer service and results. Our firm's sought-after trial attorneys have won multimillion-dollar verdicts and settlements in catastrophic injury & wrongful death cases.
- Providing administrative support under SEO department and searching and harvesting news relative to the services of the company.

Licensed Financial Advisor, SunLife Philippines

Mar 2021- Oct 2022

- SunLife is a leading global financial services company based out of Canada, which offers a broad range of insurance, retirement, and investment products and services to meet the diverse needs of both individual and corporate clients around the world.
- Analyze current and past financial data. Look at recent financial performance and identify trends. Prepare reports on the above information and communicate the insights of these reports to the broader business. Consult with the management team to develop long-term commercial plans. Assess clients with their personal and long-term financial goals
- Become one of the Life Savers

Dealer Support Group Specialist, iQor Philippines

Aug 2021- Sep 2022

- iQor is a business process outsourcing company that provides customer service, third -party col Sections, and accounts receivable management. Support diverse business needs on- demand through the promise of a people-first culture and innovative technology. They offer real people, performance excellence, and amazing technology that evolves at the speed of happiness.
- Answer inbound calls in a timely and friendly manner. Evaluate problems and complaints of the callers and provide personalized service. Provide information on the company's products or services and generate interest in the offer.
- On top of my regular role, I also assist agents in providing excellent service during their calls and work as a Dealer Support Group.
- Become a top performer and best agent for the first 3 months of my tenure within the company.

Quality Assurance Analyst, Everise Philippines

Jan 2020 - Aug 2021

- Everise is a technology-enabled outsourcing firm with expertise in transforming healthcare and technology experiences globally. The company provides full proficiency multilingual support through strategic placement of experience centers on three continents.
- Prepare and perform call monitoring for agents. Providing actionable insights to inn prove agents' performance. Also, prepared reports on the above information and reported the insights during calibration sessions for any company trends.
- Promoted as Quality Assurance Analyst in just a span of 2 months.

Customer Service Representative, Concentrix Philippines

Jan 2019 - Jan 2020

- Concentrix is an American business services company specializing in customer engagement and business performance. Concentrix was a subsidiary of SYNnex Corporation since 2006 and went public as an independent company on December 1, 2020. Concentrix is headquartered in Fremont, California.
- Listen and respond to customers' questions. As a customer service representative, I work with customers to resolve complaints, process orders, and provide information about an organization's products and services
- Become one of the top-performing agent for 3 consecutive months

Receptionist, Bradly's Restaurant, Cavite Philippines

Jan 2018 - Aug 2020

- Bradly's Restaurant and Grill is a private company situated in Tagaytay City, Philippines serving delicious and popular tourist food in the city. It has more than 15 employees with good amenities and a view of the famous Taal Lake.
- I normally assist customers and provide them with the store's food and drinks we serve and guide them into their comfort areas of choice.

- Become the agent of the year.
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EDUCATION

Bachelor of Arts in Political Science, Cavite State University, Indang

2023

- The Cavite State University (CvSU) has its humble beginnings in 1906 as the Indang Intermediate School with the American Thomasites as the first teachers. Cavite State University is the premier university of the province of Cavite in the Philippines. Its 70- hectare main campus, known as the Don Severino de las Alas Campus, is located in the Municipality of Indang, Cavite about 60 km southwest of Manila.
- I took up a Bachelor of Arts in Political science, which is the study and analysis of political and governmental processes. It includes the study of different systems of government, election processes, political parties, political ideology, historical analysis, political theory, changes in power, and much more.

Information and Communication Technology, Tagaytay City National High School

2018

- Tagaytay City National High School (TCNHS) is a public secondary school in Tagaytay City, Cavite recognized by the Department of Education (DepEd).
 - I finished my secondary special track/strand as an ICT expert doing java codes and IT- related activities, software and hardware tasks.
 - Graduated with Honors and Special Award
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WEBSITES & SOCIAL LINKS

- LinkedIn: www.linkedin.com/in/prexus-cinco-776138255
 - Onlinejobs.Ph: <https://www.onlinejobs.ph/jobseekers/info/2361937>
 - Calendly: www.calendly.com/levelupwithprexus
 - Facebook: <https://www.facebook.com/prexus.cinco>
 - Skype: live:.cid.94d9obedb563ee84
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SKILLS

Strong Communication Skills

Ability to Work Under Pressure

Results-oriented

Cold Calling

Effective Time Management

Adaptability

Leadership

Lead Generation

PART TIME JOB

Events Coordinator

2025

- EventPlus PH, Tagaytay City

Travel Agent Consultant

Nov 2021 - Oct 2022

- Cinco Travel & Tours - Domestic and International Flights

Amazon Product Researcher

Feb 2021 - Jul 2022

- SFR product Inc - Beauty and Personal Care (Soap)

Real Estate Consultant

Oct 2020 - Feb 2021

- Vanilla soft

Social Media Manager

Aug 2019 - Sep 2020

- KM C MAG Solutions Inc.
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EXTRA-CURRICULAR ACTIVITIES

Municipal Head, Kaya Natin Youth Tagaytay

2023

- Kaya Natin Youth Tagaytay is a non-profit and non-governmental organization promoting and advocating youth involvement in civic engagements to amplify their voice and roles in the community.

Former Senior Associate Justice, UTOPIA - Society of BA Political Science Students

2020-2021

- UTOPIA is the official organization of the Society of Bachelor of Arts in Political Science Students of Cavite State University.

Former Junior Officer, International Youth United

2019-2020

- International Youth United (IYU) is a mission-based, and youth-led organization dedicated to enforcing human rights and ensuring community development.

Former Senator, KAMARA PH

2020-2021

- Kamara PH is the National Society of Parliamentarians' flagship youth development program that aims to develop young leaders shaping young leaders in legislation.

Former Regional Coordinator, GoodGov PH

2020

- GoodGovPH is a youth-led movement for good governance in the Philippines. It conducts initiatives anchored on civic engagement, education and training, and policy advocacy.

Ambassador & Official Delegate, Asia Youth International Model United Nation (AYIMUN)

2019

- Asia Youth International Model United Nations is one of the hottest MUNs ever existed in Asia - Pacific. There are thousand Delegates from all over the world.
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ACHIEVEMENTS & RECOGNITIONS

Debate Champion

2018

- A debate champion during the inter-college debate held at Cavite State University- Main Campus

Political Science Student of the Year

2018

- Recipient of Political Science Student of the year Award during the first-ever Gawad Politico of the UTOPIA - Society of BA Political Science Students organization awarding ceremony.

Meritorious Awardee

2018

- Recipient of Meritorious award during the yearly UTOPIA - Society of BA Political Science Students organization awarding ceremony.

TRAININGS AND SEMINARS ATTENDED

Intern, Senate of the Philippines

Oct 2023 - Dec 2023

- The Senate of the Philippines is the upper chamber of the Congress of the Philippines, the country's legislature. It exists to create and promote a national perspective on national policy in order to build a prosperous, secure, honest and democratic nation.
- Assigned to the LCSS for governance and legal concerns committee.

CHARACTER REFERENCES

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