



Tiglao, Ralph Renz Cunanan

To apply the knowledge, experiences I acquired and have a position that will suit my skills and abilities

Contact

Phone

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Email

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Birthday

July 02,1999

Education

2016-2020

Bachelor In Elementary Education

Don Honorio Ventura State University

2015-2016

Tourism Services Management

Asia Pacific Academy of Management
Science and Technology

Expertise

- Admin
- Customer Service
- Appointment Setting
- Insurance Sales
- Inbox Management
- Travel Management
- Calendar Management
- Project Management

Tools

Sales Force
Asana
Hubspot
Canva
Slack
Google Suite
Amazon Work Space
Zendesk
Shipstation

Language

English

Filipino

Experience

Oct 2020- Mar 2021

Morning Star Global Solution

ESL TEACHER

- Teaching kids from Thailand
- Evaluating their progress

Mar 2021 - June 2021

Concentrix

CSR

- Assisting customers to protect their accounts against fraud

Feb 2022 - Jan 2023

AXA Life

Financial Advisor

- Listing Prospect Clients
- Email
- Cold Message
- Setting Appointment
- Selling Insurance

Jan 2023 - April 2023

Conduent

Chat Support Representative

- Assisting Clients in tax filing
- Walking through in using the online account

VA PROJECT

Remote Closing Academy

DM Appointment Setter / Admin Assistant

- Inbound Appointment Setter using IG
- Call Recording Management
- Data Management
- Data Entry

Adnil Services

Admin Assistant

- CV Applicant Management
- Data Management
- Data Entry

Paula White Miniisty

Data Entry/ Customer Service

- Entering Pastors and Partners Data
- Donations Data Management
- Email
- Data Entry
- Order Entry
- Customer Service

Reference

Ezra Curo

Trainer , Remote Closing
Academy

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Briones , John Michael

Team Leader, Conduent

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