



**Bachelor's Degree**  
**Graduate/University of St. La**  
**Salle/2024**



## Contact



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**Birthdate: December 24,2000**



**Bacolod City Negros**  
**Occidental, Philippines**

## Accomplishments

- Maintain a 98% accuracy rate in cash handling and daily sales.
- Handled 50+ customers, transactions daily, insuring attach operations and a positive customer service
- Produce more sales and income for the company from referrals from past clients

# PAHULAYAN, CHRISTINE G.



## Professional Summary

- Customer Service Representative with a 3+ years of experience giving and serving top tier service to clients in Telecommunications Industry which leads to more referrals.
- Inventory Staff for a Construction Company for 1 year
- Sales Moderator for 1 year in TMG Australian Company turning cold leads to sales



- Administrative Support: Managing emails, calendars, appointments, organizing files and handling data entry tasks.
- Customer Service: Responding to client inquiries via email or chat. Providing assistance.
- Providing Coordination: Assisting in project planning, track progress and coordinating with team members to ensure timely completion of tasks.

## Tools

**Microsoft Office**

**Canva**

**Slack**

**Aircall**

**Calendly**

**Google Calendar**

## Hard Skills

- **Customer Service**
- **Social Media**
- **Email**
- **Creativity**

## Soft Skills

- **Problem Solving**
- **Critical Thinking**
- **Communication**
- **Adaptability**