



# Lhea Kim R. Godoy

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Bataan, Philippines

**Birthday:** January 15, 2003

**Sex:** Female

**Contact Number:** +639772538688

## Education

### **Bachelor of Early Childhood Education**

*Bataan Peninsula State University  
Dinalupihan, Bataan*

### **Secondary Education**

*Lubao National High School  
San nicolas 1st, Lubao Pampanga*

### **Elementary Education**

*Lubao Elementary School  
San Nicolas 1st, Lubao Pampanga*

## Expertise/Skills

- Communication Skills
- Email Support
- Chat support
- Customer Service
- Problem-solving
- Critical thinking
- Customer Relations
- Adaptability
- Conflict resolution
- Organizational skills
- Multitasking

## Technical Skills

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Email
- Data Entry
- CRM tools
- Social Media Platform tools

## Trainings Attended

- Basic Occupational Safety and Health
- Construction Occupational Safety and Health
- Pollution Control Officer
- Standard First Aid & Basic Life Support - CPR Training w/ AED Operation

## WORK EXPERIENCE

### ○ SAFETY SUPERVISOR

#### **Liansheng Manufacturing Corporation - January 2025 to Present**

As a Safety Supervisor, I manage and oversee the daily operations of the Safety Department, leading a team of Safety Officers to ensure the consistent implementation of safety protocols and regulatory compliance across all work areas. I am responsible for monitoring safety practices, conducting risk assessments, and ensuring proper incident reporting and investigation. In addition to on-ground supervision, I prepare, review, and submit all required safety documents, permits, and compliance reports to relevant authorities and internal management. I also lead safety audits, facilitate toolbox meetings, and coordinate with various departments to promote a proactive safety culture throughout the organization.

### ○ ADMINISTRATIVE ASSISTANT

#### **Liansheng Manufacturing Corporation - June 2024 to January 2025**

Client transactions, preparing and organizing documents, and acting as a customer liaison to address inquiries and maintain positive relationships. Scheduling and coordinating meetings, ensuring efficient office operations, and handling data entry and record-keeping with accuracy and confidentiality. Proficient in supporting management with administrative tasks such as drafting correspondence, creating presentations, and conducting research. Adept at improving processes, adhering to company policies, and ensuring compliance with regulatory standards while delivering excellent customer service and maintaining attention to detail.

### ○ VIRTUAL ASSISTANT

#### **Exela Technologies - July 2022 to July 2023**

As part of our responsibilities, we specialize in chat support and calls to promptly address customers' concerns and inquiries. We efficiently handle incoming chats, create tickets for more complex issues, and provide expert assistance to guide customers through the sign-up process on our website for our services. Our aim is to deliver a seamless and user-friendly experience while ensuring customers receive the necessary support they need to get started with our offerings.

### ○ APPOINTMENT SETTER

#### **Corbin Financial LLC**

#### **Blu-Star Installs - January 2022 to June 2022**

As part of our responsibilities, we handle outbound calls for customers based in the United States, ensuring a courteous and prompt approach while efficiently offering them our products/services while answering their inquiries and concerns.