

Cresencio D. Daffon, Jr.



Address: **0671 Abraham St., Brgy. Tiaong, Baliuag City, Bulacan 3006 PHILIPPINES**

Mobile Phone: **+63 929 633 0769**

Skype ID: **live:cid.aa5169a8562ebbf7**

Email: **cddjr8888.nms2023@gmail.com**

OBJECTIVE: Employment / Work

JOB EXPERIENCES

Various Home-Based Online Companies (Worldwide)

Address: Baliuag, Bulacan, PHILIPPINES

Working Period: 11/16/2010 – 11/24/2022

Job Held: **Freelance Web Article Content Writer / Data Entry Worker / Researcher / Virtual Assistant**

Job Description: Blogging, writing articles and web content, research, data entry, and other virtual assistant jobs such as managing social media accounts, invoicing, calling, and emailing tasks

Reason for leaving: wanted to work in a corporate company

Call Center / BPO Companies

Alorica (APAC Customer Services, Inc.)

Location: Araneta City, Cubao, Quezon City, Philippines

Hire date: **01/19/2007**

Last day of work: **11/15/2010**

Job Held: **Inbound Customer Service Representative (Publishing/Healthcare and Medical)**

Job Description: Responsible for creating new accounts, billing, delivery/re-delivery, cancelation, upgrade, offering promos and optional up-selling through the use of Avaya phone with headset

Achievements: **One of the best CSRs in the publishing account**

Reason for leaving: program/campaign pullout

IBEX Global Solutions Philippines, Inc. / IBEX Limited (TRG Customer Solutions, Inc.)

Address: 8/f Hanston Bldg., F. Ortigas, Jr. Ave. Pasig City, Philippines

Hire date: **04/03/2006**

Last day of work: **01/19/2007**

Job Held: **Outbound Sales Executive-UK/Canadian Accounts (Telco/Insurance)**

Job Description: Selling/offering different products and services to UK/Canadian customers through the use of predictive dialer and phone with headset

Reason for leaving: campaigns ended/co-terminus with employment

Ambersolutions, Inc. (Epixtar IT Enabled Services, Inc.)

Address: 5 Epixtar House, Eastwood City, Libis, Quezon City, Philippines

Hire date: **04/18/2005**

Last day of work: **09/21/2005**

Job Held: **Outbound Sales Executive-US/UK Accounts (Credit Card/Telco)**

Job Description: Selling/offering different products and services to US/UK customers through the use of predictive dialer and phone with headset

Reason for leaving: campaigns ended/co-terminus with employment

Influent Philippines, Inc.

Address: 8/f Robinson's-Equitable Tower, ADB Ave, Ortigas Center, Pasig City, Philippines

Hire date: **05/22/2004**

Last day of work: **04/18/2005**

Job Held: **Outbound/Inbound Sales Executive-US Accounts (Shopping/Credit Card)**

Job Description: Selling/offering different products and services to US customers through the use of predictive dialer and phone with headset

Reason for leaving: campaigns ended/co-terminus with employment

Daytime Corporate Company

Smart Loans & Lending, Inc.

Address: 32 Cordillera St., 3/f Ersan Bldg., Quezon Ave., Quezon City, Philippines

Hire date: **05/24/1999**

Last day of work: **09/30/2001**

Job Held: **Accounting Clerk/Bookkeeper**

Job Description: Daily monitoring of banking transactions, record/bookkeeping tasks, and credit/loan collections

Reason for leaving: company closure

EDUCATIONAL BACKGROUND

CAP College Foundation, Inc.

Address: Makati, Philippines

Course Title: **Bachelor of Science in Business Administration - Major in Management**

Diploma Type: **Degree Diploma (to be awarded)**

Course Duration and Year Completed: 2016 – Present (to be announced)

ESalesGuru Ventures Ltd.-VAClassroom.com

Address: Kamloops, BC, Canada

Course Title: **(Online) Certified Internet Marketing Virtual Assistant**

Diploma Type: **Online Certificate**

Course Duration and Year Completed: 2009

Penn Foster International (International Correspondence Schools)

Address: Scranton, PA, USA
Course Title: **General Business Accounting**
Diploma Type: **U.S. International College Diploma**
Course Duration and Year Completed: 1997-2001

International Correspondence Schools (Transworld Education College)

Address: Glasgow, Scotland, UK
Course Title: **Practical Bookkeeping and Accounts**
Diploma Type: **U.K. International College Diploma**
Course Duration and Year Completed: 1998-99 (Graduated with Honors)

Baliuag University (Baliuag Colleges)

Address: Baliuag, Bulacan, Philippines
Course Title: **Bachelor of Science in Business Administration (course proper)**
Diploma Type: **(TOR completed 104.5 credits/units)**
Course Duration and Year Completed: 1995-97 (transferred to International Correspondence Schools for Accounting course)

STI College (STI Computer Learning Center)

Address: Cubao, Quezon City
Course Title: **Windows Literacy (Power Pack 1.7)**
Diploma Type: **Certificate**
Course Duration and Year Completed: 2000

Address: Baliuag, Bulacan
Course Title: **RPG Programming Proficiency**
Diploma Type: **Certificate**
Course Duration and Year Completed: 1993

Address: Baliuag, Bulacan
Course Title: **Computer Literacy Program**
Diploma Type: **Certificate**
Course Duration and Year Completed: 1991

SUMMARY OF COMPETENCIES and SKILLS

- **Corporate Accounts Management**
- **Outbound Solicitation**
- **E-mail Supporting / Marketing**
- **Inbound Customer Service/Up-selling**
- **Internet Marketing Virtual Assistant**
- **Article/Web Content Writing/Blogging**
- **Data Entry**
- **Social Media Advertising**
- **Voice and Non-Voice Customer Services**

Reference

1. CNCTC

<http://www.cnctc.com.ph/espana.php>

IT Related Articles (268)

<http://www.cnctc.com.ph/blogs/member/cres>

Blog

<http://www.ccna-training-philippines.com/category/ccna-training-philippines/blog/1>

Linux Articles

<http://www.linux-training-philippines.com/category/linux-training-philippines/archives/1>