



Maria Theresa Gaile Gonza -Sosa

Self-motivated individual seeks employment that offers advancement opportunities to hard working energetic employee. Willing to undergo training and acquire knowledge from your company

Expertise

- Multitasking
- Critical Thinking
- Attention to details
- Time Management
- Communication Skills
- MS Suite
- Calendar Management

Contact

Phone

090-8148-2677

Email

mariatheresagailegonza@gmail.com

Address

No 79 Block 7 Lot 68 Ph3-A South
Avenue, Pagsibol Village , Brgy.
Sabang Naic, Cavite

Education

2010-2013

Bachelor of Science in Information Technology-3 yrs

Cavite State University-Rosario, Cavite
Undergraduate

2009-2010

Bachelor of Science in Applied Information Technology-2 yrs

Northern Iloilo Polytechnic State College-
Estancia, Iloilo
Undergraduate

2004-2008

Casiguran Technical Vocation School Sorsogon, Sorsogon

1999-2004

Pa-on Elementary School Estancia, Iloilo

Experience

Executive Virtual Assitant (December 2022- June 2023)

Hunter Artemis

- Calendar and email management, Payroll and revenue reports, client and call center assistant, and assisting with new hire and new clients for a B2B lead generation company

Business Development Rep (July 2022-December 2022)

Vijilan Security

- Cold calling and sending emails to prospective customers or clients offering website security and making sure meetings are held and sign up as a partner

Virtual Assistant (January 2022- June 2022)

Neowork

- Primarily email organization , sending email, scheduling appointments and other more tasks like research and arranging shared drive

Tech/ Sales Rep (June 2021-June 2022)

Sutherland Global Philippines I Shaw Blvd.,Mandaluyong City

- Provide professional consultation to users
- Assisting with webiste and email concerns for GoDaddy account

Customer and Technical Service Rep (July 2011-November 2015)

Inspiro Relia Inc. | Ortigas, Pasig City

- Ensure customer satisfaction and provide professional customer support.
- Maintaining a positive, empathetic, and professional attitude toward customers at all times

Financial Analyst (Nov 2016- Sept. 2019)

EXL Services Philippines | MOA Complex, Pasay City

- Assisting clients, brokers and Financial professional with existing plans, commissions and death claims

Loan Verification Specialist (Dec 2013-Mar 2016)

Nowcom Global Services | F. Ortigas JR., Pasig City

- Cold calling to verify their car loan details including customer information , employment, insurance and reference verification.