

JHOANA MARIE A. VALIENTE

WORK EXPERIENCE

Social Media Outcomes

Virtual Assistant | March 2023 - Present

Inspiro Relia Inc.

Technical and Customer Support | March 2022 - Nov. 2023
Sattelite TV

IOpex Technologies

Customer Service Representative | June 2021 - March 2022
Reservation and Healthcare

Harte Hanks

Technical Service Representative | April 2021 - June 2021
Streaming

FIS Global Solutions Philippines, Inc.

Customer Service Representative | Jan. 2021 - March 2021
Financial

Teleperformance

Customer Service Representative | Dec. 2019 - Dec. 2020
Travel and Delivery App (Back Office)

Concentrix

Customer Service Representative | Nov. 2019 - Dec. 2019
Retail

CONTACT

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Mail

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To be able to apply what I have learned and to gain additional knowledge and skills from your company. To use my competence in maintaining the good quality service and revenue of your company



SKILLS

- Good communication skills both written and verbal
- Data Entry
- Social Media Management
- Graphic Design
- Virtual Assistant
- Computer Skills
- Microsoft Office
- Customer Service
- Time Management
- Open-minded
- Emphathy
- Willingness to learn
- Adaptability