



Ranielyn Caba

☎ +63 905 093 5145

📍 ranielyncaba15@gmail.com

✉ Calumpit, Bulacan

SKILLS

- Office Software Proficient
- Files, Document and Databases Management Skills
- Canva
- Pro-active and Takes Initiative
- Record-keeping and following protocols

EDUCATION

BULACAN POLYTECHNIC COLLEGE

- Bachelor of Information Systems 2020 - 2024
- Magna Cum Laude
- Excellence in Graphics Design
- Service Award

STI COLLEGE MALOLOS

- Bachelor of Science in Hotel and Restaurant Management 2014 - 2016

OBJECTIVE

I'm a motivated and upbeat individual looking for a position that will challenge me to grow in my knowledge, abilities, and income while significantly contributing to the success of the organization.

WORK EXPERIENCE

BLUERESCA

Lead Generation Specialist January 2025

- Utilize social media platforms to identify potential leads based on target demographics and business needs.
- Analyze profiles, posts, and interactions to gauge interest and potential engagement.
- Record and organize gathered information about leads in Airtable with accuracy and efficiency

FREELANCE CALL CENTER AGENT

Inbound/Outbound Agent August 2024-October 2024

- Manage inbound and outbound calls, assisting clients with hotel reservations, providing information, and addressing inquiries.
- Ensuring a seamless booking experience, resolving issues
- Reaching out to potential clients to offer services and promotions.
- Cold Calling on different campaigns

VIRTUAL SUPPORT WIZARDS

Business Growth Intern August 2023-December 2023

- Collaboration with cross-functional departments ensures analysis of market trends and identification of growth opportunities.
- Learned and applied relevant software tools and techniques for efficient data encoding and retrieval.
- Assisted in verifying the accuracy of data entries and identifying discrepancies or errors for resolution.



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WORK EXPERIENCE

IWA LANGUAGE LEARNING CENTER

Office Staff January 2018-May 2018

- Assisted in the development and execution of marketing campaigns.
- Participated in brainstorming sessions and idea generation to foster innovation and creativity.
- Contributed to the optimization of business processes and procedures to enhance efficiency and productivity.

EUROBAKE RESTAURANT

Food Server March 2016-September 2016

- Provided customers with recommendations and assistance in selecting menu items.
- Relayed orders accurately to the kitchen staff and served them to customers in a timely manner.
- Processed payments accurately and efficiently, ensuring customer satisfaction.