



KRISTY ABALOS

Virtual Assistant | Customer Service Consultant

My Contact

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Hard Skill

- English Speaking
- Data Entry
- Customer Support
- Phone Support
- Email Management
- Email Support
- Data Entry

Soft Skill

- Translation
- Dropshipping
- Basic Accounting/Bookkeeping/Quoting Prices
- Order Entry
- Track and Trace
- Troubleshooting

Education Background

La Consolacion College
College Graduate, Tourism, Hotel, and Restaurant Management
Completed in 2008

About Me

Dedicated and detail-oriented Virtual Assistant/Customer Service Consultant with 13 years of experience. Looking for a full/part-time association with a people-oriented organization where individuals' talents, skills, and hard work are shared and acknowledged, and a conducive work culture that provides an intellectually stimulating environment and a rewarding career.

Professional Experience

Onebed Pty Ltd

02/2021 – Present

Key responsibilities:

- Customer Service Consultant
- Email Support
- Email Management
- Track and Trace
- Data Entry

TriComms Pty Ltd

11/2019 – 08/2021

Key responsibilities:

- Helpdesk
- Data Entry
- Customer Service Consultant
- Basic Accounting/Bookkeeping
- Order Entry / Dropshipping
- Track and Trace
- Quoting Prices
- Troubleshooting
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Teletech Bacolod (Telstra)

02/2017 – 12/2019

Key responsibilities:

- Customer Service Consultant
- Data Entry

Professional Experience

Transcom Worldwide, Bacolod (Comcast)

01/2015 – 02/2017

Key responsibilities:

- Technical Support Representative for Home Internet, Cable and Phone
- Sales
- Data Entry

Teletech Bacolod (Telstra)

11/2013 – 12/2014

Key responsibilities:

- Technical Support Representative for mobile phones services
- Data Entry

Jarvis Gourmet Foods

11/2010 – 08/2012

Key responsibilities:

- Administrative Task
- Data Entry

Bacolod Pension Plaza, Bacolod

07/2008 – 11/2008

Key responsibilities:

- Front Desk Receptionist
- Data Entry

Tools Used

