



→ Quezon City, Metro Manila Philippines
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WORK EXPERIENCE

GETAROUND

July 2019 - APRIL 4, 2025

Sr. Trust & Safety Specialist | Incidence Response Specialist | Fraud & Identity Specialist

- Monitor financial transactions, and analyze the data to identify any potential fraudulent activity.
- Answer agents pings, customer escalations via phone or email. Monitor transports and tows.
- Provide authorization and handle special vendor orders.
- Manage the financial obligations of Roadside and Recovery team. Handle Bills Analysis for Roadside Card charges.

DIGITAL DEVYN LLC

April 2023 -July 5, 2024

Virtual Assistant | Bookkeeper

- Proficient in processing invoices and ensuring timely and accurate payments to vendors
- Documenting financial transaction details and monitoring the transactions
- maintaining accounts payable and receivable, and daily financial entries.
- Handle and verify source documents such as invoices, receipts and other information

METT (TUTORIAL & TRAINING CENTER)

April 2015- May 2019 | English Instructor Associate

- Developing and implementing various action plans in order to enhance clients speaking and writing skills.
- Identifying and implementing different ways to boost the company's reputation
- Provide clear and effective lesson to clients
- Assist client to build their communication skill to pursue broader career opportunities.

CARESS LIM

- Organized and Detailed Oriented, knack for understanding procedure and logistic.
- Knowledgeable in conversational English and Filipino.
- Demonstrated aptitude for developing new skills and multi-tasking.

PROFESSIONAL SKILLS

- Documentaries
- Data Entry
- Marketing and Telemarketing Communication
- Social Media Management
- Public Relations

Educational Background

AMA COMPUTER UNIVERSITY
Bachelor of Arts in Psychology 2017

ATI PSYCHOLOGY INSTITUTE
Diploma in Counselling Psychology, Psychotherapy, and Psychoanalysis 2014

SYSTEMS TECHNOLOGYINSTITUTE
Bachelor Of Science in Nursing 2008