



NOESSA DAVID

Deputy Document Records Controller and Clerk

A highly organized and detail-oriented professional with over 6 years of combined experience in customer service, administrative support, and document management. Experienced as a Customer Service Representative at PayPal and as a Deputy Document Records Controller and Clerk at Visayas State University. Known for excellent communication, multitasking, and problem-solving skills.

EDUCATION

2009-2013

Visayas State University-
Laboratory High School

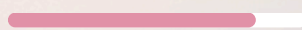
2013-2018

Visayas State University

- BS in Agribusiness

SKILLS

Digital Marketing Tool

 83%

Data Entry

 96%

Communication Skills

 93%

Search Engine Optimization

 80%

Customer Service

 94%

EXPERIENCE

2018 - 2021

ePerformax (Paypal)

Customer Service Representative

- Provided efficient support for PayPal account inquiries, transactions, and disputes, ensuring high customer satisfaction. I consistently met performance targets, including customer satisfaction scores and response times, while handling financial issues with accuracy and attention to detail.

2021- present

Visayas State University

deputy Document Records Controller and Clerk

- Handled data entry and document management, utilizing Microsoft Office programs to organize and maintain accurate records. I also created visually engaging materials using Canva and supported internal communication through various social media platforms, enhancing the university's digital presence and outreach.

CONTACT



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