






Arlette Fatima S. Agravante

OBJECTIVE

A highly motivated and goal-oriented individual seeking a challenging role where I can enhance my skills, and update my current knowledge while working towards the overall growth of the organization.

Get in touch!

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Work Experience

CLIENT SUCCESS SPECIALIST

Ubertor (Real Estate Website Company) | 2017 - Present

- Multitasks while providing assistance to clients' requests and inquiries.
- Provided solutions to clients' website concerns.
- Handled Design Project Management

CUSTOMER SERVICE REPRESENTATIVE

Supportsave Solutions Inc. | 2015 - 2016

- Provided customer support and handled customer complaints and inquiries in a timely manner.

Education

BACHELOR OF SCIENCE IN COMPUTER SCIENCE

Visayas State University | 2015 (Graduated)

SKILLS

- Programming: HTML, CSS
- Web Design Project Management
- Knowledge in computer networking and PC troubleshooting
- Phone/Chat Support, Email Support
- Data Entry

TOOLS

- MS Office (Word, Excel, Powerpoint)
- Wordpress
- Slack
- Asana
- Trello
- Zendesk
- Canva