

# Noessa Campomanes David

An independent and self-motivated graduate with proven and tested negotiation, management and communication skills.



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## WORK EXPERIENCE

### AACCUP Clerk/Data Encoder Visayas State University (CVM)

10/2017 - 11/2017  
College of Veterinary Medicine

#### Achievements/Tasks

- Takes charge in the gathering, scanning and uploading of supporting documents and encoding of data, in preparation for the Online AACCUP Accreditation.
- Managed documents by organizing forms, making photocopies, filing records, preparing correspondence and creating reports.
- Obtained scanned records and uploaded into database.

### Customer Service Specialist ePerformax (Paypal)

07/2018 - 01/2021 Pasay City  
ePerformax utilizes voice, email and chat to handle Tier 1 and Tier 2 customer interactions that include customer service, customer care, inbound sales and cross selling, product/service technical support, website navigation support, and outbound data verification.

#### Achievements/Tasks

- Achieved high satisfaction rating through proactive one-call resolutions of customer issues.
- Provide customers knowledgeable, compassionate, and timely resolution to their inquiries while maintaining a positive and friendly attitude.
- Resolve customer's questions by using creativity and skill to provide compassionate, practical solutions

### Clerk/deputy Document Records Control Visayas State University

02/2021 - Present

#### Achievements/Tasks

- Provided clerical support, addressing routine and special requirements.
- Serves as dDRC of DFS in relation to the implementation of ISO 9001:2015
- Prepares/Types financial matter, Accomplishment Reports, and other related matters.

## EDUCATION

### Primary Education

Visca Foundation Elementary School

07/2003 - 03/2009

### Secondary Education

Visayas State University-Laboratory High School

07/2009 - 03/2013

### Tertiary Education

Visayas State University

07/2014 - 03/2018

#### Courses

- BS in Agribusiness

## SKILLS

Communication skills

Computer proficiency

Public Speaking

Customer service skills

Interpersonal Skills

Administrative skills

## ACHIEVEMENTS

Top Teammate (Teammate of the Month) (12/2021 - 12/2021)

## LANGUAGES

Tagalog

Full Professional Proficiency

English

Full Professional Proficiency

Cebuano

Native or Bilingual Proficiency

## INTERESTS

Vlogging

Marketing

Traveling

Dancing