

FAITH ANGELYN O. GEPIGA

I am experienced in communicating people seeking for a position as an administrative assistant, where I can apply my prior knowledge and skills for continuous improvement.

SKILLS

- Communication Skills
 - Attention to detail
 - Flexible
 - Tracking & analytics tools
 - Microsoft Office
 - Organization
 - Time Management
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EDUCATION

BACHELOR OF CULTURE AND ARTS EDUCATION

Cum Laude

Visayas State University| 2019 - 2023

EXPERIENCE

STATISTICAL RESEARCHER-CENSUS ENUMERATOR

PSA July 2024 - September 2024

Collecting information of the population in the field assigned.

SPECIAL PROJECTS ASSOCIATE

Channel Precision Inc. Nov 2023 - Mar 2024

Handles multiple projects and undertake a variety of responsibilities, depending on client needs
Overseeing all aspects of Project Management including work with multiple departments, maintaining, monitoring, and summarizing project progress

ADVISOR- CUSTOMER SERVICE REPRESENTATIVE

Concentrix Jan 2022 - July 2022

Taking calls and entertaining customers queries
Troubleshooting

CONTACT

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