

# 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.

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## SKILLS

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

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## EDUCATION

### BACHELOR OF CULTURE AND EDUCATION

Cum Laude

Visayas State University| 2019 - 2023

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## EXPERIENCE

### STATISTICAL RESEARCHER-CENSUS ENUMERATOR

PSA July 2024-Present

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

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## CONTACT

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