

# *Rachel Jane S. Villaber*

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## OBJECTIVE

To apply as an Administrative Aide III where I may be able to use my skill in providing excellent organizational skills, critical thinking & justifying my capabilities in various field. Also, to be able to learn new things that will enhance my abilities.

## EDUCATION

Elementary (2006)

- **Franciscan College of The Immaculate Conception**  
Bonifacio St., Baybay City, Leyte

High School (2010)

- **Visayas State University Laboratory High School**  
Visca, Baybay City, Leyte

College (2019)

- **Visayas State University**  
Visca, Baybay City, Leyte
- BS in Biotechnology Major in Plant Biotechnology

## SKILLS

- Organizational and planning skills
- Proven leadership skills and ability to motivate
- Strong written and verbal communication skills
- Ability to work independently or as part of a team
- Patient and dedicated to work
- Ability to carry out basic PC functions like recording important data, using spreadsheet & formula functions.

## WORK EXPERIENCE

➤ ***Teletech***

- Customer/Technical Service Representative (February 2015- September 2015)

➤ ***24/7 Philippines***

- Customer/Technical Service Representative (July 2016-January 2017)

➤ ***Quantrics***

- Technical Support Representative (April 2017 – August 2017)
- National Channel Support (September 2019 – Present)

## CHARACTER REFERENCE

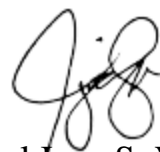
- ***Luis Eduardo Cudala***

Team Lead, Quantrics Enterprises Inc.  
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- ***Caressa Marielle Poliquit***

Instructor, Visayas State University  
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***I hereby certify that the above information is true and correct to the best of my knowledge and belief.***



Rachel Jane S. Villaber  
Applicant