



# WINSLET DAVID

VIRTUAL TEAMMATE



## SKILLS SUMMARY

- Project Management
- Appointment Setting
- Data Entry
- Internet Research
- Office Software
- Apps

## TOOLS

Microsoft Excel  
Zendesk  
Dropbox  
Microsoft Word

## PERSONAL PROFILE

An **Executive Assistant** with 1 year experience in various tasks. A tech savvy and problem solver that you can rely on. Enthusiastic individual with superior skills in both team based and independent capacities.

## WORK EXPERIENCE

### CUSTOMER SERVICE REPRESENTATIVE

[iQor Philippines](#) | 2022 - 2023

- Maintained positive work ethic and commitment to providing excellent service.
- Improve operations efficiency and customer satisfaction.

### EXECUTIVE ASSISTANT

[Strata Staff Philippines](#) | 2023 – present

- Team Management
- Prepared detailed reports
- Organizes and plans essential central services

## EDUCATION HISTORY

[Don Honorio Ventura State University](#)

- Bachelor of Science in Civil Engineering, 2022
- Member, Association of Civil Engineering Students
- Member, Philippine Institute of Civil Engineers