

# **MY PROFILE**



My name is Helene Paquet, I am a fashion designer. At a relatively young age, I worked with several well-known fashion brands. Several famous artists have used my work.

# **SKILL**



- Basic Photo and Video Editing
- Excellent communication skills.
- Detail oriented and multitasking.



2013 | University of Cebu - Banilad BS Information Technology - College Level

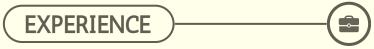
2009 | Pusok National High School



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# Cende Ceniza

**General VA** 



## JP Morgan Chase - Fraud Specialist

#### Dec 2022 - Present

- Assist clients regarding their fraud claim.
- Process credit and debit adjustments.

# EXL Service - Customer Service Associate

#### Feb 2022 to Nov 2022

• Handling concerns for Life Insurance like billing and filing claims. Outbound cold calling as Sales Representative

#### Accenture - Customer Service Representative

#### July 2020 - Feb 2022

- Assist customers about the products and services.
- Gives information about their accounts.

## Tambuli Seaside Resorts and Spa - Cashier

#### Aug 2019 - Mar 2020

- Collects all cash sales from Front Office and outlet restaurants.
- Prepares daily and monthly cash sales report.
- Does banking like check encashment and cash deposit.

# Kyoei Shokai Co. Ltd. Japan – Laundry Attendant

#### Feb 2022 to present

- Press customer's garments like pants, polo shirts and Japanese Yukata.
- Ensures the cleanliness and properly fold each item before packing

# **TeleTech Holdings Inc. - Technical Support Representative**

#### Oct 2015 - Aug 2017

- Helps customer by troubleshooting and provide best resolution about their concerns via phone.
- Dispatch field technician if trouble can't be fix after all troubleshooting steps.
- Upselling new devices and services.

# Tavolata Inc. (The Abaca Group) - Service Associate/ Cashier

#### May 2013 - September 2015

- Take orders and observe fine dining service.
- POS cashiering and prepares daily sales report.