

Abigail B. Macapendeg

Virtual Assistant

Profile

I am very creative and can handle client needs effectively. Highly motivated person with expertise in content creation.

Education

Bachelor of Science in Computer Science

John Paul II College of Davao
2000-2005

Skills

- Graphic Design
- Picture Editing
- Video Editing
- Content Creation
- Data Entry
- Customer Relation

Experience

Mc Donald's Tesco Foods Corp.

Manager Trainee 2005-2006

I was responsible for delegating task to staff members, plotting schedules, assisting new hires and providing admin support.

John Paul II College of Davao

Admission Secretary 2007-2011

I was responsible for accepting and filtering files of the new and transferee students. Keeping and updating records of the students.

Globe Telecom

Customer Service 2011-2012

Asst. Retail Manager 2012-2015

Retail Manager 2015-2017

Retail Area Head 2017-2021

Contact

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