



RUBIMARIE TONOGBANUA



SUMMARY

I am a hardworking and flexible person. I've been in this industry for 5 years and still excited to learn and acquire new skills. I adapt fast and can work independently.

SKILLS

- Microsoft Office
- Calendar planning
- Customer service
- Music / singing
- Movies
- Cooking
- Arts and crafts
- Online selling

WORK EXPERIENCE

Position: Online Freelancer | Entrepreneur and Online Researcher | Virtual Assistant
Dates: 2019

- Follow-up on clients
- Update client's details
- Receive incoming and outgoing calls
- Monthly income report.

Position: Collection Consultant
Company: Private Company - Australian
Dates: 2011

- Receive outgoing and incoming calls dealing with debtors and customer concerns
- Process card payments
- Send daily reports
- Provide customer satisfaction.

Position: Customer Service Representative
Company: Private Company - US clients
Dates: 2009

- Receive inbound calls
- Update customer details
- Up selling
- Provide product knowledge to the customer

Position: Assistant Secretary
Company: Private Company
Dates: 2008

- Follow-up on clients
- Update client's details
- Receive incoming and outgoing calls
- Monthly income report

EDUCATION/CERTIFICATION

Bachelor of Science in Tourism
John B Lacson Maritime Foundation University