



Roselle Tabo

📍 Cabadbaran City, Agusan del Norte ✉️ roselletompong30@gmail.com

☎️ 09301765552 🤵 Married 📅 30/07/1998 👤 Female 🇵🇭 Filipino

PROFILE

To work in a collaborative, diverse, and understandable environment/client in which I can contribute my knowledge and skills in dealing with different tasks and to enhance my abilities for I have an experience in the BPO industry and fill the gaps in my life experiences and sustain my eagerness to work with various types of individual also can train me to be more elastic.

EDUCATION

2010 Pagadian City, Philippines	Elementary Level <i>Tomas Sagun Elementary School</i> 10th Honorable Mention
2014 Pagadian City, Philippines	Secondary Level <i>Zamboanga del Sur National High School</i>
2015 – 2020 Cabadbaran City, Philippines	Tertiary Level- Bachelor of Arts Major in Political Science <i>Northern Mindanao Colleges, Inc.</i> Department Leader for 2 consecutive years

PROFESSIONAL EXPERIENCE

- 03/2021 – 12/2021
Davao City,
Philippines
- Sales Associate/Billing/Technical Support**
VXI Global
BPO industry where I belong to the sales team, as a customer care representative, technical support, and billing associate at the same time. In that company, during training, I was awarded for showing great intelligence, especially with the level of understanding of articles and new updates in my Knowledge Based Tool.
- 2019 – 2020
Cabadbaran City,
Philippines
- On the Job training**
Public Attorney's Office and Sanguniang Palunsod
- 2022
Butuan City,
Philippines
- Real State Agent**
Filipino Homes
- 2022 – 2022
Cabadbaran City,
Philippines
- Lead Generation Specialist**
Look for Non-profit organizations all over the world. That includes the address, contact person, phone number, and email address.

SKILLS

- | | | | |
|---|-----------|--|-----------|
| Computer Literate
<i>Multi-tasking</i> | ● ● ● ● ● | G-Suite
<i>Calendar, Emails</i> | ● ● ● ● ● |
| Customer Service Care
<i>Calls, Personal, People-oriented</i> | ● ● ● ● ● | Collaboration
<i>Good listener and teachable heart</i> | ● ● ● ● ● |

AWARDS

- 23/10/2021
- WCKM WIZZARD**
Operations Manager
We were 17 in our batch of trainees and awarded for showing great intelligence, especially with a high level of understanding of articles and new updates in her knowledge Based Tool

LANGUAGES

- English, Tagalog, Bisaya

INTERESTS

- Sports
- Singing
- Watching Movies

REFERENCES

Jeho Rey Alfaro, *Government Employee*, Sanguniang Panlungsod
09482314920

Cyre I Senaro, : *Government Employee*, LTO Regional Office/ Admin Division
09153674063

TOOLS

CRM	● ● ● ● ●	RIO	● ● ● ● ●
G SUITE	● ● ● ● ●	TELEGENCE	● ● ● ● ●
OPUS	● ● ● ● ●	EMAIL	● ● ● ● ●
EINSTIEN 360	● ● ● ● ●	DS QUICKVIEW	
GOOGLE TRENDS		SPREADSHEET	● ● ● ● ●