



Alvin Quirimit

CONTACT INFO

**Phone**

+639360246156

**Email**

kaspersky013@gmail.com

**Address**

Baguio City, Philippines,
2600

PROFESSIONAL SKILLS

- Communication
- Time management
- Multitasking
- Self management
- Organization
- Email management
- Social Media management
- Adherence to deadlines
- Reliability and resourcefulness
- Initiative and accountability
- Self-motivation
- Remote Teamwork skill
- Critical thinking skill
- Problem solving skill

SOFTWARE EXPERIENCE

- BNTouch
- Bull Horn
- GoHighLevel
- Phone Burner
- Ring Central
- Microsoft Outlook and Teams
- Been Verified
- NMLS Consumer Access
- LinkedIn
- Microsoft Office
- Facebook

WORK EXPERIENCE

VIRTUAL ASSISTANT

Hancock Mortgage January 2020 - August 2022

- Appointment setting
- Cold Calling
- Data Entry
- Skip Tracing
- Social Media Handling
- Lead Generation
- SMS/Email Campaign

ONLINE ESL TEACHER

Infuturo July 2017 - December 2019

- Maintained complete and records of student's progress
- Provided international students with English Language skills to improve communication
- Alloted time to maximize student's achievement

INSTRUCTIONAL SPECIALIST

ABC 360 February 2016 - July 2017

- Evaluated course performance to determine areas in need of improvement
- Utilized knowledge of industry best practices to improve upon existing training methods
- Updated evaluation and survey tools

CUSTOMER SERVICE REPRESENTATIVE

Ally Services January 2015 - July 2015

- Guaranteed first-class customer service
- Catering to customer needs and requirements
- Oversaw customer account inquiries accurately providing info to resolve service complaints

EDUCATION

UNIVERSITY OF THE CORDILLERAS

January 2009 - May 2013

Bachelor's Degree in Mass Communication

REFERENCES

- Samantha Quirimit - Team Leader 09553173371
- Mel De Guzman - Operations Manager 09664559662
- Renzel Chalcogen - Colleague 09050731695