

# Allen Paul Aquino Reyes

43-B A. Mabini St. Brgy West Rembo,  
Makati City, Metro Manila  
+639272373406  
[reyallen16@gmail.com](mailto:reyallen16@gmail.com)

---

## Objective:

- To secure an exemplary position in a reputable organization so that I can utilize and further expand my learnings, knowledge, and skills to the maximum.
  - To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer service
- 

## Skills:

- Proficient in Microsoft Office (Word, Excel, etc.)
  - Excellent Communication Skills
  - Team player, flexible and easy to go along with
  - Ability to adapt and learn to a new environment easily
  - Understands how people management works in a team setup
- 

## Educational Attainment:

### Tertiary

- Polytechnic University of the Philippines – San Pedro Campus  
Bachelor in Secondary Education Major in Mathematics  
Undergraduate  
2012-2016
- 

## Work Experience:

- **ARB Call Facilities** Loan Originator  
July 2019 - November 2019, Alabang, Muntinlupa City
  - ❖ Calling and assisting loan applicants with their loan applications by personal verification, credit checks, and work background.
- **Teleperformance Philippines** Customer Service Representative - Health Care Account  
December 2019 - September 2020, Magallanes, Makati City
  - ❖ Receive calls and assist patients with reordering their diabetic DMEs and helping them with their general inquiries. Also updating the in-house medical process to patients via email.
- **VXI Global Holdings** Customer Service Representative - Telecommunications Account  
October 2020 - August 2021, Buendia, Makati City
  - ❖ Handle customers' concerns related to their cable and internet concerns.