

# Soleil Nicole

## O n g



### Skills

- Computer Literate
- Proficiency in Adobe Photoshop
- Able to handle multiple tasks, self-starter
- Good communication skills
- Ability to work with minimal supervision
- Ability to work with and maintain relations with staff and clients on all level

### Contacts Info

Address: #184-A road 7, cor alley 2,  
project 6, Quezon City  
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E-mail: ongnicolasa1991@gmail.com

### Academic Background

Colegio de San Lorenzo (2015)  
*Bachelor of Science in Tourism Management*

Far Eastern University - East Asia College (2011-2012)  
*Bachelor of Science in Information Technology*  
*major in Digital Arts*

### PERSONAL PROFILE

An experienced Customer Service Representative, with excellent knowledge of different Retail Accounts, have done various types of works in BPO industry, An undergraduate of Tourism Management. A customer service representative with good customer service and communication skills.

I invested my time and skills in my home office set up. And my biggest assets are my experiences, integrity and work ethics.

### WORK EXPERIENCE

- *Cashier/Bar*  
**August 2014 - December 2014 | Racks Restaurant**
- *R & D Helper*  
**February 2014 - April 2014 | Syne Inc.**
- *Barista*  
**August 2019 - September 2019 | Macao Imperial Tea**
- *Cashier*  
**December 2019 - March 2020 | D.I.Y Hardware**
- *Customer Service Representative (Retail)*  
**August 24, 2020 - January 2, 2021 | Concentrix**
- *Customer Service Representative (Back Office)*  
**March 22, 2021 - April 20, 2021**