

Angelica Orgasan

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Highly motivated professional with experience being a full time preschool and grade school teacher. Experienced being a customer service representative as well as email support associate in handling international clients located in different countries.

Adept at multitasking, problem solving, organisation and time management. Active listener with strong communication skills, both written and verbal, self-motivated and self-management skills with an outstanding attention to accuracy resulting in a work ethic.

EDUCATION

2014 - 2019

Bachelor of Secondary Education - Major in Mathematics

University of Batangas - Batangas City, Philippines

WORK EXPERIENCES

August 2017 - January 2018

Data Encoder

Mente Incorporations - Ibaan, Batangas, Philippines

- Encodes product details that are needed to ship in any different small kiosks in town

June 2019 - May 2021

Tutor and Full time Preschool and Grade school Teacher

Sunhill Montessori Casa - Rosario - Rosario, Batangas, Philippines

- Handles tutorial sessions with preschool and grade school students
- Handles subject teaching with preschool and grade school students

December 2021 - February 2022

Sales and Service Representative

Inspiro Relia Inc. - Quezon City, Metro Manila, Philippines

- Answers inbound and outbound calls, emails, and live chats with international clients

July 2022 - present

Email Support Associate

LizardBeard Tasking, Inc - TaskUs - Batangas City, Batangas, Philippines

- Answers outbound email queries and concerns among the Depop shopping application users around the world

SKILLS

- Service-focused
- Able to communicate with a wide range of people and staff
- Able to follow instruction accurately and work as part of a team
- A team player and excellent collaborator