



## ABOUT ME

# VIVIALYN QUINQUE

I'm well equipped with Microsoft products such as Excel, Skype, and Teams. I've been with the company for 7 years, and they have given me trust and helped me grow in technical and soft skills. I'm also the administrator at our local church (CHURCH OF GOD).



## JOBS EXPERIENCE

July 11, 2016 - Present

Concentrix | 8th to 11th Floors Mega C building  
SM Megamall Mandaluyong Ciry 1554 National  
Capital Region ( Manila) Philippines

Advisor II, Technical Support



## SKILLS

- Technical Skills in Microsoft Office (excel, Word, PowerPoint and etc.)
- Technical and billing skills in Skype
- Technical skills in Microsoft Teams
- Technical skills in GroupMe



## LANGUAGES

- English
- Filipino



## CONTACT ME



0929-836-6023



vivian.quinque@outlook.com



Sition Paenaan Barangay  
San Jose Antipolo City



## EDUCATION

**Bachelor of Secondary Education**  
World Citi Colleges  
2013-2016

**Maximo L. Gatlabayan Memorial  
National High School**

2010-2013



## REFERENCE

**Jessica Pagdanganan**

Senior Audit Associate

Phone: 09988465953

Email: jhezpagdanganan@gmail.com