

DANIELLA JADE BRAGA

ABOUT ME

Detail-oriented and reliable with a proven track record in campaign management offering creativity and analytical skills to develop innovative strategies, drive customer engagement and deliver measurable results



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<https://www.facebook.com/itsnotellab/>

EDUCATION

BACHELOR OF ARTS IN POLITICAL SCIENCE

Rizal Technological University
2018 - 2022

ACCOUNTANCY, BUSINESS AND MANAGEMENT

Dominican College - San Juan
2012 - 2018

SKILLS

- Able to work well in a team, contributing ideas and cooperating with others to achieve common goals
- An effective written and verbal communicator, with the ability to convey information clearly and concisely
- Meticulous and detail oriented professional with an eye for accuracy
- Quick to embrace challenge and changes priority, providing significant result

WORK EXPERIENCE

BACK OFFICE SUPPORT

TaskUs
February 2022 - Present

- Processed restaurant transactions with precision and efficiency and handled electronic payments
- Resolving cases for merchants and restaurants refund disputes through email
- Provides assistance through live chat with issues related but are not limited to restaurant settings, account management and payments

INTERNSHIP

Office of Senator Kiko Pangilinan at
Senate of the Philippines
February 2022 - April 2022

- On the Job Training
- Creating publicity materials, contacting organized Leni Kiko groups, and distribution of collateral materials