

# CHERRY MAE RAMOS



GENERAL VIRTUAL  
ASSISTANT

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Cebu City

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## SKILLS

- Creative problem solver
- Troubleshooting
- Computer Proficiency
- Multi-tasking
- Attention to detail
- Ability to Respond quickly to orders
- Excellent Communication skills
- Excellent organizational, follow up, and time management
- Results-driven
- Work ethic
- Fast-learner
- Creative

## EDUCATION

### ASIAN COLLEGE OF TECHNOLOGY

- Associate in Computer Technology

### UHA BRITECH COLLEGE

- Caregiving Course

## CORE

## QUALIFICATION

- Excellent time management abilities, strong sense of organization, focus on the details, great communication skills
- Well-organized and can find answers quickly and keep operations running smoothly
- Knowledgeable about how reack state works base on my experience

## SUMMARY

To be able to work in a professional organization that will enhance my values and knowledge towards any responsibilities that i will undertake.

To develop my skills and talents for continuous career advancement, excel in every way to tap my potentials making a highly competent, assertive, fast-learner, proactive, self-motivated and creative individual. Proficient in numerous software tools with a strong work ethic , industry experience and the ability to multitask, would be a productive team member.

## WORK EXPERIENCE

### CONCENTRIX CAKSH SERVICES PHILIPPINES

September 5, 2023-September 17, 2024

- TECHNICAL SUPPORT
- Point of contact for all technical inquiries about hardware, software, or other designated client products
- Provides customer service support and resolution of routine problems regarding client's products or services
- Troubleshooting technical issues
- Diagnosing and repairing faults
- Resolving network issue

### RESPIRATORY TECHNICIAN 2022-2023

- Assigned in nebulization of patients, giving them the right medicine according to doctor's order
- Checking stock/inventory
- Assisting respiratory therapist
- Perform ECG and confirmatory

### PROGRAM ASSISTANT 2008-2009

- Arrange documents and encoding
- Analyzed clients income and make recommendations for approval
- Conduct survey and business trainings to different centers
- Solved center problems and applying techniques on how to lessen center delinquency