



FEDERICK

To work in a challenging business environment in which all my skills and talents can be fully utilized and become a part of a growing organization.



[REDACTED]



[REDACTED]



[REDACTED]

EDUCATION

- **Electrical Engineering (Undergraduate) -**

[REDACTED]

• 2011- 2013

EXPERTISE

- **Management Skills**
- **Proficiency in using MS applications/ Google applications**
- **Tech Savvy**
- **Fast Learner**
- **Goal Oriented**
- **Team Player and Team Oriented**
- **Problem Solving and Analytical, Critical Thinker**
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EXPERIENCE

DATA SPECIALIST

[REDACTED]

[REDACTED] - September 2021-

Present

- Data Research, Data scraping and Lead Prospecting.
- Providing administrative support to sales department on doing various project as per clients request.
- Updating of files on a daily basis. Checking errors and data cleansing.

FREELANCE VIRTUAL ASSISTANT

- Functions as an Admin Assistant.
- Responsible for Lead Prospecting, Data Research, Data Collection, Data compilation, and Update of file on a regular basis.
- E-mail management.

WITHDRAWAL ASSOCIATE, [REDACTED]

[REDACTED] - MARCH

2017 - AUGUST 2020

- Responsible for Approval/Denial of withdrawal request.
- Responsible for fraud Detection.

TECHNICAL SUPPORT, [REDACTED]

[REDACTED] - DECEMBER 2016 -

MARCH 2017

- Answers inbound calls and provides support to customer technical concern.
- Assist customers on step by step procedure in doing trouble shooting, setting up an email account, troubleshooting email concerns and installing software on their devices.
- Responsible for making a ticket if proven that there is need for a home visit for thorough evaluation of their technical concern.

SALES REPRESENTATIVE

(OUTBOUND SALES), [REDACTED]

[REDACTED] - MARCH 2016 -

NOVEMBER 2016

- Responsible in making outbound calls with international parties to prospect possible client all over US, Canada, and Hawaii to avail the Long Distance service provided by the local provider.
- Reach the target number of sales on a daily basis.