

Christine Rivera

Extremely motivated to build customer trust and confidence through top-level and excellent services. Always learning in developing my skills and skills that I want to learn in order to grow professionally and more competent as a freelancer

Skills Summary

Procurement & Supply Chain
Virtual Assistance
Web Design
Email Marketing
Online Bookkeeping
Process Improvement

Work Experience

Assistant Distribution Manager

Robinsons Handyman Inc.

Aug 2019 - present

- Managed Distribution Operations
- Data Analysis and Reports Generation
- Improvements on Procedures

Educational History

Mapua University BS Industrial Engineering 2001-2005

- Deals with Data Gathering & Analytics
- Study of managing and organization of business

Filipino Virtual Assistance Academy Freelancing Course 2020

- Data Entry & Transcription
- Web Design & Email Marketing
- Social Media Management
- Search Engine Optimization & On/Off- page optimization
- Lead Generation & Facebook Ads

Skills & Interests

- Writing
- Reading
- Designing
- Organizing

Contact me at:

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