



# Carl Phillip Tan

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*I'm an industrious, cooperative, and trustworthy individual aspiring to be a full-time asset in your good company.*

## Work Experience

### **JUNE 2022 – PRESENT**

Inbound Sales Virtual Assistant

Vetro Auto Glass

DBA Bay Area Auto Glass Depot, CA, USA

## Education

### **Capitol University, Cagayan de Oro City, Mindanao**

- BS in Marine Transportation
- Grade - 2.0 (85%) | Del Monte JYC Scholar

## Skills

- Inbound & Outbound Calls/Sales
- Customer Service
- Appointment Setting
- Data Entry
- Database & Email Management
- Card Payment Processing
- Square Payment Invoicing
- Daily & Weekly Reports

## Certification

- SBOVACOM Virtual Assistant Workshop Certificate



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