









Personal details

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Cabinto
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-  #148 Purok 8 Upper Pinget
2600 Baguio City
-  August 4th, 2002
-  Baguio City
-  Female
-  Single

Skills

- Cold Calling ●●●●●
- Sales and Administrative Jobs ●●●●●
- Graphics Editing ●●●●●
- Video Editing ●●●●●
- Data Entry ●●●●●
- Website Managing Skills ●●●●●
- Advertising and Marketing ●●●●●
- Communication ●●●●●
- Adaptability ●●●●●
- Customer Service Skills ●●●●●
- CRM Software Skills ●●●●●
- Agile ●●●●●
- Organizational Skills ●●●●●
- Lead Prospecting Skills ●●●●●
- Microsoft Office Skills ●●●●●
- Google Workspace Skills ●●●●●
- Managerial Skills ●●●●●

Ceasariacescabinto01 Cabinto

Virtual Assistant

Education

Elementary

Jun 2013 - Mar 2016

Pinget Elementary School, Baguio City

Graduated elementary education with various awards such as follows

- Journalist of the Year (2018)
- Best Speaker Award
- 5th Honor

I actively join competitions when I was in elementary. I joined declamation, oration, extemporaneous, and impromptu competitions which enhances my speaking and persuasive skills. I also joined encoding competitions which made me fast in typing with accuracy.

Junior High School

Jun 2016 - Mar 2019

Pinget National High School, Baguio City

Graduated junior high school with various awards such as follows:

- Best in Performing Arts (MAPEH)
- Best in ICT (96%) Final Grade
- Baguio Charter Day Extemporaneous Speaker (3rd Place)
- Buwan ng Wika District Competition (1st Place, 2018)
- Buwan ng Wika Division Competition (3rd Place, 2018)
- Best Vocalist
- Best Worship Leader (BREVSTOCK Interschool Competition, 2018)
- With Honors (2019)

I actively engaged in different competitions from school up to the regional. I competed in Journalism during my last year in Junior High School. I joined in different speech competitions from impromptu to extemporaneous and I excel in academics too.

Senior Highschool

Aug 2019 - Jun 2021

University of Baguio, Baguio City

Graduated senior high school in one of the prestigious school here in Baguio City, wherein I attained awards.

- With Honors (2020)
- Research Paper Nominee (2021)
- Humanities and Social Sciences Congress

I was able to be part among the 5 panels to represent our section's bill to the congress which was part take by all sections in senior high HUMSS department. Our research paper which was Borborcha was chosen to be one of the top 3 to be discussed to the whole senior high school department, and I was one of the two to defend and discuss our paper.

College (Bachelors of Arts in Political Science)

Present

University of Baguio, Baguio City

I am currently taking Political Science, 2nd Year as my pre law course because I want to become a lawyer someday.

Employment

Host

May 2020 - Mar 2021

BIGO APP, Baguio City

Bigo is an app used by many to accommodate live viewers by singing, talking

Product Knowledge ●●●●●

Languages

English ●●●●●

Spanish ●●●●●

Filipino ●●●●●

Hobbies

■ Singing

■ Playing Mobile Games

■ Cooking

■ Watching Anime

to them, and entertain them. Salary depends on how many beans your viewers will give that can be converted to cash.

Virtual Assistant (Team Leader)

May 2020 - Apr 2022

MSVA- Virtual Office, La Trinidad

I worked as a real estate virtual assistant wherein I did cold calling, social media marketing, website development, skiptracing, administrative tasks, and graphics editing.

Operations Manager

Present

Any House Buyers, Austin, TX

I am currently working as an operations manager at one of my client's business based in Austin, TX wherein I train the acquisition people together with the transaction coordinators about the things that they must do, their schedules and everything that they must need to know about the business. We specialize in lease options and investing.

Clients Relation Office

Aug 2022 - Present

One Click Solutions, Baguio City

One Click Solutions is a start-up company wherein my main task is to get us a client. We can work independently as long as we don't neglect our duties and responsibilities in the company. With that being said, I can apply all the experiences I had from my previous encounters in order to pioneer and help this company grow.