



# RONALD TORRECAMPO

ADMINISTRATIVE ASSISTANT



## CONTACT



Phone

+639451260250



Email

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Address

Deca Homes Mintal, Block  
4 Lot 12, Daisy St. Davao  
City, Philippines 8000



## EDUCATION



2007 - 2012

**Bachelor Of Science in Hotel & Restaurant Management**

Philippine Womens College  
of Davao



1995 - 2005

**Primary & Secondary School**

De La Salle John Bosco  
College



## LANGUAGE

- English
- Filipino
- Solomon Is.



## PROFILE INFO

Assists the department head in sales and marketing operation. Manage company documentation, including incorporation, license, visa, logistics, insurance, and banking.



## WORK EXPERIENCE



**Administrative Assistant**

2015-2023

**MIDDLE ISLAND INVESTMENT PTY LTD.**

**(Honiara, Solomon Islands)**

Working as storekeeper for 8 months and was promoted to Administrative Assistant, Office Support, Basic Accounting. Banking, Bookkeeping, Purchasing, Logistics, Shipping Agent, Travel Bookings, Answering phone calls and coordinating with other department.



**Customer Service Representative**

2013 - 2015

**Cyber City Teleservices (Phils.) Inc.**

**(Davao City, Philippines)**

Ensure that customer has a positive experience with the company. Responding to customers inquiries, resolving issues, and identifying opportunities to upsell and cross-sell products and services.



**Server/Barista/Cashier**

2005-2013

**RHEA'S Internet Café**

**(Davao City, Philippines)**

Working Student as server, waiter, barista and cashier in a busy Café outside school. Provide Exceptional customer support and assistance.



## MY SKILLS & EXPERTISE

- Excellent customer service
- Sales/Marketing
- Administration Support
- Microsoft Excel, Word
- Barista
- Problem Solving
- Committed to work
- Honest
- Flexible
- Loyal & Discreet
- Team Collaboration



## MY REFERENCE

**Martin Hii**

Middle Island Investment  
Pty Ltd. / DIRECTOR  
+6777494438

**Roger S. Caballas**

RHEA'S Internet Cafe. /  
GENERAL MANAGER  
<http://facebook.com/kuneho.hopper>