



JAYREL M. PAPAS

Work Experiences

- **July 2024- October 2024**
LoudHouse | Virtual Assistant
VA | APPOINTMENT SETTING

I worked as an appointment setter by doing cold calls to different campaigns/ leads. We also do all the information verification through the call before submitting our set appointments .

- **Dec 2023- March 2024**
TasksEveryday | Ayala Business Park
CCR | HEALTHCARE ACCOUNT

I am handling a healthcare account. My work is not limited to receiving calls and assisting customers and patients but it also includes doing outbound calls, emails, insurance verification and even collecting payments.

- **August 2023- September 2023**
Teleperformance | IT Park, Lahug, Cebu City
CCR | TRAVEL ACCOUNT

Not only books flight but offers inbound calls to assist, outbound calls to hotels and airports, emails, creating cases and familiarizing all the codes of airport and commands used to book and offer flights and even hotels and car accommodations.

- **October 2022- May 2023**
Eperformax | JY Square IT Center 1, Lahug
CCR | FOOD DELIVERY

We would be placing orders for customers who wants to order with us and we can also offer them options for their payment.

- **September 2021 - January 2022**
Concentrix CVG Phils. | IT Park, Lahug, Cebu City
CCR | TELCO

I worked as a chatter/ customer representative for almost 5 months. I assisted customers through chats and was assigned to a Telco Account which was T- Mobile.

- **September 2021 - January 2022**
Bridge Culture Inc. | Gagfa, F. Cabahug St, Cebu City,

I worked as a part-time English tutor in Bridge Culture for almost 7 months. I was able to learn a lot especially in attaining understanding despite language and culture barriers. I decided to quit the job due to the pandemic since the company was shut down for a month and I was not able to get to work months after.

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🌐 <https://www.facebook.com/jayrel.papas>

📍 Brgy. Pitalo, San Fdo. Cebu

EDUCATION

Bachelor of Science in Civil Engineering

University of Cebu
2020-2024

STEM STRAND

University of Cebu- Pri
2018 - 2020

EXPERTISE

Communication and
Language

Multi-tasking

Computer Skills

ENGAGING TALENTS

LANGUAGE

English

Cebuano

Tagalog