



VIRTUAL ASSISTANT/CUSTOMER SERVICE
REPRESENTATIVE/ENGLISH AS A SECOND
LANGUAGE TEACHER

ARTCEL TRIBDINO

GET IN CONTACT

Mobile: +639065613565

Bay, Laguna 4033

artceltribdino@gmail.com

<https://artceltribdino.wixsite.com/>

<https://lectraonidbirt.wordpress.com/>

PERSONAL PROFILE

Customer Service Representative with hands-on experience in all levels of customer handling. ESL Tutor, teaching students in different levels for more than 7 years. Fully trained General Virtual Assistant

AREAS OF EXPERTISE

- Customer Service/Handling
- Social Media Management and Marketing
- Lead generation
- Search Engine Optimization
- YouTube Optimization
- Facebook Ads
- Email Marketing
- Teaching English
- WordPress Development

OTHER SKILLS

- Data entry
- Transcription
- Appointment Setting and Calendar Management
- Email and Project Management
- Forms And File Management
- Proofreading
- Computer Literate

WORK EXPERIENCE

ENGLISH AS A SECOND LANGUAGE TUTOR

Native Camp | 2018 – Present

- Teaching English to students
- Checking progress by giving them tasks
- Pronunciation and sentence construction assistance
- Giving useful tips to practice and improve more

ENGLISH AS A SECOND LANGUAGE TUTOR

Bibo Global Opportunity | 2013 – 2017

- Proofreading
- Transcribing notes and lesson plan
- Giving useful feedback

EDUCATION HISTORY

AMAIIT

Business Information System, 2008

- English Club member
- Sports Club Varsity
- Member of the Arts Club

GENETICS COMPUTER COLLEGE

International Diploma in Computer Studies. 2004

- English Club Member
- Debate Club Member
- Volleyball Sports team Member