



+63 954 397 5377

pabrigalonelie@gmail.com

Philippines

## Skills

Facebook Ads  
GHL ( Go High Level )  
Social Media Management  
Email Marketing  
Virtual Assistant  
Data Entry  
Research  
Trading ( FOREX, Gold and Crypto )  
Customer Service

## Education

**Bachelor of Arts Major**  
*in Political Science*

**Immaculate Conception**  
**College La Salle**

## Language

English

Filipino

# LONELIE C. PABRIGA

## ABOUT ME

Enthusiastic and adaptable professional with a strong foundation in Customer Service. Quick learner with a proven ability to master new technologies and adapt to changing environments. Eager to contribute my skills and enthusiasm to a collaborative team and develop my career within a supportive organization.

## Work Experience

APR  
2023

-

FEB  
2025

### Buenas Freight Forwarding

#### Administrative / Office Assistant

- Provide exceptional general administrative support
- Data Entry
- Conduct targeted lead generation through research
- Email Marketing
- Manage the company's social media

Feb  
2019

-

May  
2020

### MAKO Tech Computer Sales

#### Sales/ Assistant Comp. Technician ( CDO PHILIPPINES )

- Customer service
- Diagnose and troubleshoot technical issues with computer software and electronic devices.
- Performed routine maintenance task, including cleaning and optimizing computer systems as well as updating software.

DEC  
2010

-

JAN  
2017

### International Grandmart Supermarket LLC

#### Cashier/ Head Cashier ( AL AIN, UNITED ARAB EMIRATES )

- Processing transactions, involves scanning items, collecting payment, and providing change or receipts.
- Customer service, interact directly with customers, answering questions, providing assistance, and resolving issues.
- Responsible for training new cashiers on POS systems, store policies, and customer service procedures.
- Cash Management, includes overseeing the cash drawers, balancing cash at the end of the day, and making bank deposits. Also responsible for handling petty cash.