

# ROCHELLE CAPARAS

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## WORK EXPERIENCE

- **Receptionist / Secretary / Admin Assistant / CCTV Operator, Soliman Security Services Inc. / Convergys Philippines - Makati - Abu Dhabi, Makati, Philippines**(Feb 2015 to Sep 2015)
- **Customer Service Representative, (CSR) 24/7 Customer Philippines, Inc. - Makati - January 2015 to September 2015, Makati, Philippines**(Jan 2015 to Sep 2015)
- **Executive Operations, (Expedia Travel Agent) Teleperformance Ayala (Previously Aegis People Support) - Makati - January 2014 to January 2015, Makati, Philippines**(Jan 2014 to Jan 2015)
- **Executive Operations, (Egencia Travel Consultant) Teleperformance Ayala - Makati, Makati, Philippines**(Jan 2014 to Jan 2015)
- **Virtual Assistant / Web Content, Writer Off-Shore , , United States**(Jan 2010 to May 2015)

## EDUCATIONAL BACKGROUND

- **Polytechnic University of the Philippines, Makati, Bachelor of Science , 2013, Banking and Finance**
- **Polytechnic University of the Philippines, , Bachelor of Science , 2012, Accountancy**

## SKILLS

## PERSONAL BACKGROUND

- **Birthday: - 1992-01-01**