

Staff Profile



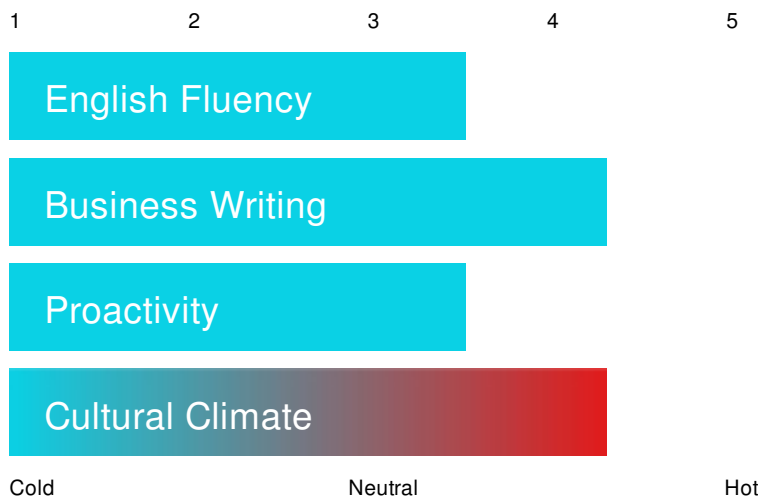
Chinchin Bascones

Philippines

Top Skills

- Executive Assistant
- Customer Service
- Office Administration

Soft Skills



Facts & Bio

Availability: 120 hours

Chin Chin is an experienced administrative assistant in the field of research, bid reports and customer service management. She is loyal and trustworthy.

More info: twassistant.com/staff-profiles/



Graduated From

Xavier University-Bachelor of Science in Business Management

Career Highlights

2014 - 2015
Bid Researcher
BidOcean Asia Online

Perform research on bid posting, update database of bidders.

2010 - 2014
QA Supervisor
Genashtim Innovation

Assisted the QA manager with admin tasks and evaluation session.

2009 - 2010
Writer
Resume

Wrote resume/covers, searched clients online, wrote articles and e-books.

Twassistant Staff Profiles are created after a period of intensive internal evaluation. Detailed CV available on request.

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