

## Staff Profile



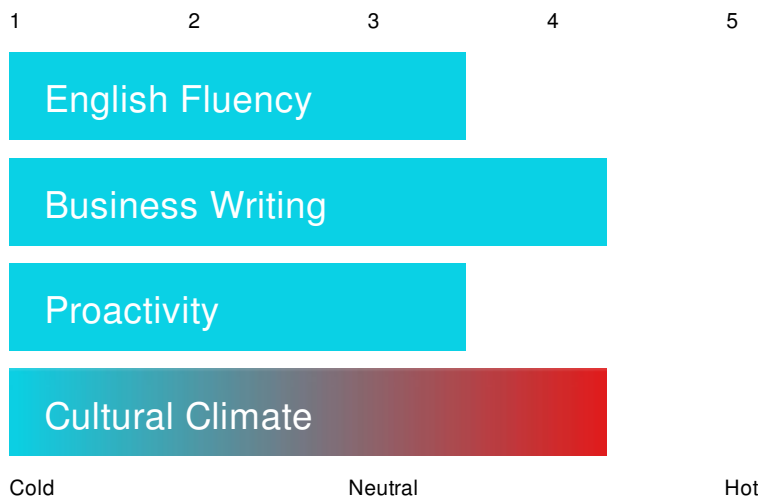
### Chinchin Bascones

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/](http://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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