

LESLIE S. ANTIGUA

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📍 San Juan 1 Lapasan, Cagayan de Oro City Misamis Oriental

WORK EXPERIENCE

Ligare Corporation
2026

Biz Dev Virtual Asisstant (Health Care)

- Monitoring the patient's daily status report
- Reporting the Account Executives daily Hand-Off
- Requesting/ Faxing for the patient's missing documents
- Creating the AE'S bonus tracker

Ubiquity Global Services, Inc
May 2023-July 2025

Customer Service Representative

- Handled large volume of inbound calls
- Trouble shoot products/service failures
- Handled customer's finances and filing of dispute
- Contributed to the team's success by meeting all KPI's

Ocean Bounties Seafood and
Market Restaurant
January - August 2019

Service Crew / Waitress

- Ensuring order accuracy and strictly adhering to hygiene standard
 - Maintaining an excellent communication and collaboration skills to work smoothly with kitchen staff and other crew members
 - Promptly addressing and assisting customer's complaints and issues
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EDUCATION

Northern Mindanao School of Fisheries

Diploma in Hotel and Restaurant Technology (2020 - 2021)

Northwestern Agusan Colleges

Bachelor of Secondary Education Major in English (August - December 2019)

SKILLS

- Executive Assistant
- Customer Support
- Detail - Oriented
- Management Skills

REFERENCE

James L. Delara
Ubiquity Global Services | Supervisor
Phone: 09651103781