

CURRICULUM VITAE

Dionne Ivy B. Ebol
Blk 19 L-36 Spring Town Villas Phase 2,
Brgy. Gaya-gaya, San Jose del Monte,
Bulacan CP no. # 0994-4312851
Email add: dionne.ebol@gmail.com



OBJECTIVES:

To be part of the company where I could bring out my knowledge and potential for excellent use and acquire continuous growth and work beyond my limitations.

SPECIAL SKILLS:

- ✓ Microsoft Office Literate
- ✓ Sales and marketing
- ✓ Go High Level
- ✓ Email Management and marketing
- ✓ Google Workspace literate
- ✓ Email Management and marketing
- ✓ Executive Assistant
- ✓ Virtual Assistant
- ✓ Calendar Management
- ✓ Data Entry

WORK EXPERIENCE:

- **KEVLEX ACADEMY - MARKETING VIRTUAL ASSISTANT**
Work From Home
April 21, 2025 – February 28, 2026
- **THE GIFT CARE - EXECUTIVE VIRTUAL ASSISTANT**
Work From Home
January 6, 2025 - January 30, 2026
- **CLICKLOOP DIGITAL – ACCOUNT MANAGER/CLIENT ENGAGEMENT MANAGER**
Work From Home
August 26, 2024 – April 23, 2025
- **AIRFRAMES INK APPAREL – EXECUTIVE ASSISTANT**
Work From Home
March 4, 2024 – September 11, 2024
- **BUSINESS CREDIT CONSULTANTS (BCCUSA) – BUSINESS RELATIONSHIP MANAGER**
Work from home
April 17, 2023 – July 16, 2024
- **TELETECH HOLDINGS INC- CSR II/ TIER 3- CHAT/PHONE SUPPORT**
Work from Home
Cybergate Plaza, EDSA Mandaluyong City
February 7, 2022-March 31, 2023
- **ALORICA TELESERVICES INC. – CSR CHAT SUPPORT/SME**
12/f Three Cyberpod Centris-South Tower Eton Centris Edsa cor

Quezon Ave. Brgy. Pinyahan Diliman District, Quezon City
July 7, 2020-December 25, 2021

- **VICE COSMETICS GROUP INC- AREA SALES SUPERVISOR**
2nd flr. Bonaventure Plaza, Connecticut cor. Ortigas Ave. San Juan City
Nov. 11, 2019-April 25, 2020
- **RETAIL SALES OPERATION SUPERVISOR / CORPORATE SALES SUPERVISOR – SEA STELLAIRE INC.**
17A 1st ave. Sta Maria Industrial Subdivision, Bagumbayan, Taguig City
June 13, 2017 – July 03, 2019
- **AREA SALES SUPERVISOR – BHAGIS INTERNATIONAL TRADING CORP.**
2254 Kampri Bldg. Don Chino Roces ave. Makati City
April 20, 2016 – June 11, 2017
- **RETAIL SALES COORDINATOR – SPRINT INTERNATIONAL INC.**
1000 East serv. Rd. Km 19.8, Cupang Muntinlupa City
June 05, 2015 – Nov. 05, 2015
- **ROVING COORDINATOR – TOWER PUBLISHING INC.**
UNIT A, 5488 South Superhighway,
Cor. Gen. Mojica St.
Barangay Bangkal, Makati City
February 01, 2012 – October 06, 2012

EDUCATIONAL BACKGROUND:

- TERTIARY
Taguig City University
Bachelor of Science in Marketing Management
- SECONDARY
Signal Village National High School
- PRIMARY
EM'S Signal Village Elementary School

PERSONAL DATA:

Nickname: Dionne
Age: 39 yrs. Old
Date of birth: September 10, 1986
Place of Birth: Taguig City
Gender: Female
Citizenship: Filipino

Dionne Ivy B. Ebol
Applicant's Name & Signature