



Judy Ann Gayo

Administrative & Customer Support
Assistant

Contact

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26 Centuar st Post proper Southside Taguig City.

About Me

A dedicated and detail-oriented professional with strong administrative, organizational, and customer service skills, adept at multitasking, problem solving, and supporting efficient business operations in dynamic environments.

Skills

- Customer Service & Client Relations
- Administrative Support & Office Coordination
- Data Entry & Record Management
- Communication & Interpersonal Skills
- Multitasking & Problem Solving
- Organization & Time Management

Language

- English
- Tagalog

Education

Bachelor of Science in Office Administration Major in Legal Office

(present)

Polytechnic University of the Philippines

Provides strong foundation in administrative and office management, business communication, records and data management, and customer service. Developed skills in organization, documentation, scheduling, and use of office and digital tools essential for efficient administrative and business support.

Experience

Administrative/ Receptionist

2023-2025

Makati Sky Plaza

Managed front desk and administrative operations, handled client and visitor inquiries with professionalism, maintained accurate records and documentation, performed data entry and report preparation, coordinated schedules and office requests, and provided efficient customer support while demonstrating strong communication, organization, multitasking, and problem-solving skills.

Security Receptionist

2018-2023

Teleperformance Ayala

Provided professional front desk support in a fast-paced BPO environment, assisting employees and visitors with inquiries and ensuring smooth daily operations. Managed schedules, appointments, and office coordination, maintained accurate records and documentation, and handled administrative tasks including filing and report preparation. Delivered excellent customer service, resolved inquiries efficiently, and demonstrated strong communication, multitasking, and problem-solving skills while effectively using office systems and tools to support daily operations.

Beautician Therapist

2017-2018

Beaute Meilleur

Provided personalized beauty and wellness services while building strong client relationships, promoting products and services, and achieving sales targets. Managed client appointments, consultations, and follow-ups to ensure high customer satisfaction. Maintained accurate records of services and transactions, demonstrated professionalism and excellent communication skills, and consistently contributed to business growth through effective client engagement and upselling techniques.