

Zona Hasil

ADMINISTRATIVE ASSISTANT

WORK EXPERIENCE

ESL TEACHER

51talk International

May 2024 – January 2026

- Conducted online English lessons for non-native speakers in a professional virtual environment
- Managed class schedules, student records, and lesson documentation accurately
- Maintained strong communication with students and parents to ensure positive learning experiences
- Demonstrated strong organizational and time management skills while handling multiple classes daily
- Provided constructive feedback and progress updates to support student development
- Adapted teaching approaches based on student needs and learning levels

CUSTOMER SERVICE REPRESENTATIVE

Inspiro Relia Inc.

May 2023 – April 2024

- Handled inbound customer inquiries related to financial accounts and services
- Maintained accurate documentation of customer interactions and account updates
- Assisted customers professionally while ensuring confidentiality and compliance with company procedures
- Managed multiple tasks efficiently in a fast-paced environment

QUALITY CONTROL INSPECTOR

Bigfish Foods Corporation

January 2018 – April 2023

- Conducted inspections to ensure products met company quality standards and specifications
- Maintained detailed and accurate inspection records and reports
- Coordinated with production teams regarding defects and process improvements
- Followed company policies and compliance procedures consistently

EDUCATION

BACHELOR OF ARTS IN SOCIAL STUDIES

WESTERN MINDANAO STATE UNIVERSITY

2013-2017



ABOUT ME

Detail-oriented and adaptable Administrative Support professional with experience in customer service, data management, and online teaching. Skilled in handling administrative tasks, maintaining accurate records, managing schedules, and communicating effectively with clients and team members.

CONTACT



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CORE SKILLS

- Administrative Support
- Data Entry & Record Management
- Email & Calendar Management
- Customer Service & Client Support
- CRM & Database Management
- Document Preparation & Organization

TECHNICAL SKILLS

- Microsoft Office Suite: Word, Excel, PowerPoint, Outlook
- Google Workspace: Docs, Sheets, Drive, Gmail, Calendar
- Communication Tools: Zoom, Microsoft Teams