



Paul Aldrin Bundoc

ABOUT

Driven on acquiring new knowledge, I'm always looking for an opportunity to do better and achieve greatness. Highly prioritize comradery and synergy on the work place

CONTACT



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EXPERTISE

Time Management	★★★★★★
Communication	★★★★★★
Problem Solving	★★★★★★
Creativity	★★★★★★
Leadership	★★★★★★

WORK EXPERIENCE

● Level 2 Technical support

Concentrix
Oct 2022 – April 2024

Canva.com design specialist includes

- Customer onboarding
- Design recommendation
- Photo editing and effects support
- Video editing and effects support
- Email sharing support.
- Team management support
- Design printing support

● Customer support

Concentrix Cubao, Quezon city
Sep 2018 – Oct 2022

Newfold support that includes Bluehost, Justhost, Hostmonster, lpage.

- Customer onboarding
- Website support.
- DNS support
- Email support
- Billing support.
- Sales

● Website Consultant

Sutherland Global Services Shaw
blvd, Mandaluyong
2017-2018

- Godaddypioneer vice team
- Customer support
- Website Support
- DNS support.
- Email support
- Billing support
- Sales

● Process Associate

Interglobe Technologies McKinley Hills, Taguig
City 2014 - 2015

- Process support for United Airlines
- Booking support
- TSA compliance support

● Operation Supervisor

Ban Kon Ngam Salon Kapitolyo, Pasig City
2011 - 2013

- Incharge of daily operation of a premiere spa
- Implementing operation procedure
- handling customer complaints

Additional Information

Birth date : April 2, 1986

Age : 38

Citizenship : Filipino

Civil Status : Single

SKILLS

Wordpress proficient

DNS Configuration, Domain

Status Elementor

PHP, Html, MySQL

Graphic design

APTIS B2 Certified

EDUCATION

- **Bachelor of Arts Major in Multimedia**
CIIT Institute
2013
- **Bachelor of Science Major in Animation**
iAcademy Ayala, Makati City
2013
- **Information Technology**
Informatics SM Megamall Mandaluyong
City 2011 - 2012
- **Bachelor of Science in Hotel
and Restaurant Management**
Jose Rizal University 80 Shaw Boulevard, Mandaluyong City
2005 - 2010

CHARACTER REFERENCE

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