



# Bea Tacsia Obsioma, CHRA

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## EDUCATIONAL ATTAINMENT

### **BACHELOR OF SCIENCE IN PSYCHOLOGY**

- Laguna State Polytechnic University- Los Baños Campus  
Class 2020- 2024

## WORK EXPERIENCE

- Virtual Assistant – Cold Caller Real Estate (New Jersey, USA)
- August 2024 – November 2024
- NJ Home buyers
- Work from home set-up
- Make outbound calls to prospective clients based on targeted lists, Present real estate opportunities and gather client interest, qualify leads and update the CRM system with client information, Schedule follow-up calls and appointments for real estate agents, Handle objections and provide basic answers to client inquiries, maintain a professional and friendly demeanor to foster trust and engagement.

## COMPUTER SALES ASSOCIATE

- Tambayan internet and gaming Shop Los Baños Laguna
- August 2022- January 2023
- customer service, technical knowledge, sales, support, inventory management, and various other tasks, all contributing to the store's overall success.

## LEGAL SECRETARY

- Panopio Law Office Bay Laguna
- October 2021- June 2022
- Scheduling, client communication, paperwork, typing, finances, organization, case support, document preparation, court filings, correspondence, technology, confidentiality, office upkeep, legal compliance, adapting to the office's size and specialization to ensure

smooth operations.

#### FRONT END ASSOCIATE CASHIER

- Sanford Marketing Incorporation (Save more Los Baños)
- March 2021 - August 2021
- Handle payments, manage the checkout process, assist with returns, monitor inventory, and provide excellent customer service while maintaining cashier accountability and upholding store policies.

#### CUSTOMER SERVICE ASSOCIATE

- Mineski Infinity Incorporated
- September 2019-August 2020
- customers, know about products, sell things, fix tech problems, process orders, Inventory management, handle returns, manage staff, explain things to customers, solve issues, stay updated on tech trends, keep the store clean and safe.

#### EYELASH TECHNICIAN

- Pretty Lashes by Thamia
- April 2019- August 2019
- Enhances clients' eyelashes through extensions, customize extensions, ensure safety and sanitation, educate clients on aftercare, offer maintenance and removal, and provide excellent customer service in a clean and welcoming salon.

#### TRAININGS AND SEMINARS

##### On the Job Training Clinical Setting

- June 5, 2023- July 3, 2023 (150 hours)  
Conducted by: Psych Guide Association located at Trece Martires Cavite City

##### On the Job Training Educational Setting

- March 5, 2024- April 4, 2024 (150 hours)  
Conducted by: Christian School International located at 9 Jose R. Velasco Avenue, College, Los Baños, Philippines

##### On the Job Training Industrial Setting

- April 12, 2024- May 10, 2024 (150 hours)  
Conducted by: Municipality of Los Baños, Manila S Rd, corner Jamboree Rd,

Los Baños, Laguna Los Baños, Philippines

**CERTIFICATES**

O Certified Human Resource Associate (2024)

Conducted by: Human Resource educators' Association of the Philippines

**CHARACTER REFERENCES**

**JEAN ANNE T. VALENCIA**

Manager/Team Leader/ Trainer

09491716547

NJ Home buyers

Work from home set-up

**MARK LESTER VELASCO**

Legal Assistant/Staff Supervisor

09161021260

Panopio Law Office

Brgy. Maitim Bay, Laguna

**CIELO ANNE ERICKA MARIN- TEMPLADO**

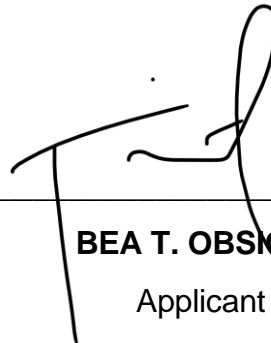
Owner/Manager

09154205651/049-5402423 [caetemplado@gmail.com](mailto:caetemplado@gmail.com)

Tambayan Internet and Gaming Shop

Ground Flr. Metric Bldg. Lopez Ave. Batong Malake, Los Baños, Laguna

***I hereby certify that the above information is true and correct to the best of my knowledge and belief.***



BEA T. OBSIOMA, CHRA  
Applicant

