**Pamela V. Chua **

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Molave Street, Pilar Village,

Las Pinas City 1750

Manila, Philippines

Mobile: +639178672550

**Skills:**

Fast typing speed with high accuracy

Good in English grammar, writing and communication, speaks the language fluently

Intermediate level in internet browsing and using search engines

Basic knowledge of MS Excel

Advanced knowledge of MS Word and Powerpoint

Basic troubleshooting knowledge in Windows, computer hardware and software

**Specialties:**

Writing and Translation

Blog writing

Customer Service Satisfaction Specialist

**Work Experience:**

Freelancer Writer, 1 year experience

Freelance Translator and Blogger

JPMorgan Chase Bank, N. A.

Collections Specialist / LM Solicitor

Legacy Operations Specialist

March 2010 - October 2014

Convergys

Customer Service Specialist

Sprint

Direct TV

June 2007 – March 2010