



ADRIAN NAZRENE BITOON

VIRTUAL ASSISTANT

 Roxas City, Philippines

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EXPERIENCE

Customer Service Specialist

EPERFORMAX | AUG 2024 - MARCH 2025

- Team Leader for the Information and Security Team of PayPal North America.
- Ensuring safety and security on PayPal accounts.
- Outbound and Inbound calls.

Freelancer

April 2021 - May 2025

- Social Media content writer and copywriter.
- Graphic design

EDUCATION

Bachelor of Science in Agricultural and
Biosystems Engineering
Capiz State University | 2024

SKILLS

Social Media Management
Graphic Design
Organizational Skills
Calendar and Email Management
Customer Service
Website Design
Copywriting

REFERENCE

April Borres

Supervisor | PayPal NA Information Security

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