



KURT SIMON DALUZ

VIRTUAL ASSISTANT/ CUSTOMER SERVICE
SPECIALIST

CONTACT

- 09052787361
- kurtsimondaluz@gmail.com
- Philippines

SKILLS

- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Creativity



PROFILE

Seeking a challenging career that will enhance and use my abilities for this job. And to obtain my knowledge and skills to contribute positively to my personal growth as well as of the organization.



WORK EXPERIENCE

- SkinnyRX**

SEPTEMBER 2025 - MAY 2026

Customer Service

 - Health Care Account
 - Handles Clients inquiries, schedules appointment, account management and process tickets.
 - Inbound/Outbound, Email and Chats.
- Simon's Steak House**

SEPTEMBER 2023 - NOVEMBER 2025

Restaurant Manger

 - Restaurant Manager/ Owner
 - Handles Service staff and Kitchen training
- Alorica**

JANUARY 2022 - OCTOBER 2023

Customer Care Representative

 - Telecommunications account
 - Providing exceptional customer interaction.
 - Account management, billing inquires, troubleshooting and escalation.
 - Inbound and Text



EDUCATION

- Our Lady Of Fatima University**

2021- 2023

College

BS in International Hospitality Management major in Culinary Arts
- Infant Jesus Academy**

2008 - 2020

Grades School

Senior High School - Bussiness Management