

# ALDONN LEIF SOLIVA

Manager

+639628631952

solivaaldon@gmail.com

Davao City, Philippines

## EDUCATION

Philippine Womens  
University 2016-  
2020

### Bachelor of Science in Information Technology

Information Technology Student

- Academic training in programming, networking, and information systems
- Practical experience through laboratory work and technical projects
- Studied basic computer systems and information technology concepts

## WORK EXPERIENCE

Costumer Service  
Representative  
2020 - 2021

### Appointment Setter

- Resolved customer concerns efficiently while maintaining high service quality
- Accurately documented customer requests and updates in the system
- Maintained professionalism and strong communication in a fast-paced environment

Adaya AI  
2021 - 2023

### AI Client Solutions Manager

- Contributed to the development of custom AI assistants tailored to individual client businesses
- Helped structure and input client-provided knowledge to ensure accurate, non-internet-based AI responses
- Supported testing and refinement of AI behavior to improve accuracy and user experience

Taskapp AI  
2021 - 2024

### Project Manager

- Managed projects focused on sourcing highly skilled professionals for client hiring needs
- Organized and verified candidate details before outreach and submission
- Coordinated email outreach to potential candidates on an individual basis
- Ensured timely project completion and accuracy of compiled data for clients

Pink Models Agency  
2024 - 2026

### Operations Manager

- Managed daily operations and supervised a team of approximately 30 employees
- Implemented operational strategies that increased monthly net sales from approximately \$40,000 to \$200,000
- Monitored performance metrics and optimized workflows to improve productivity and revenue
- Worked closely with management to scale business operations and maximize profitability

## SKILLS

### Professional

- Team Leadership & Staff Supervision
- Operations Management
- Project Planning & Execution
- Performance Monitoring & KPI Tracking
- Client Relationship Management
- Revenue Growth & Sales Optimization
- Task Delegation & Resource Management

### Personal

- Strong Communication Skills
- Time Management & Prioritization
- Problem-Solving & Critical Thinking
- Adaptability & Fast Learning
- Attention to Detail
- Decision-Making
- Negotiation & Conflict Resolution