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Bannawag Sur Patalan,
Paniqui, Tarlac

SKILLS AND ABILITIES

- Ability to manage my time under pressure
- Capable for working in a long time/hours
- Ability to learn and adopt new things
- Ability to handling and dealing people with positivity
- Flexibility

Tools

- Slack
- Hubstaff
- Grammarly
- Trello
- MeisterTask
- Zoho
- Ads Manager
- Adseria
- Spocket
- Canva

ANGELICA SALE

OBJECTIVE

To obtain a position in your company where I can apply the knowledge that I have gained from my studies and acquire training. Further enhance my skills that would benefit my career and the company as well.

WORK EXPERIENCE

Data Entry

- Organizing of name of company's in google sheets and finding leads.

NFT (Non-Fungible Token) VA

- Finding good and hype nft projects to work on
- Talk with different nationalities for engagement
- Hosting a twitter spaces and creating an event on Discord

Administrative VA

- Extracting Orders from Shopee and Lazada.
- Checking if wrong items are packed
- Cold Calling, Calling different shops and promoting the products to supply
- Responding to inquiries on Emails
- Research Competitor pricing and finding cheapest product seller

Shopify VA

- Product list and edit different type of sports equipment and clothes and uploaded it on shopify.
- Setting up Shopify Store, Customizing Home pages, and Pricing Update
- Searching Trending Products and Extracting Product from Spockets to Shopify
- Creating Content to Pinterest And Instagram
- Running Facebook ads and Zoho Email Campaigns

EDUCATION

Phinma Upang College of Urdaneta, 2022

Bachelor of Science in Tourism Management

School D' Hospitality Singapore, 2022

Hospitality Operations