



VICTORIA ANGELA TAGALAN

I am 20 years old. Like others my age, I am very enthusiastic about learning new things. I strive to reach my goals. I always give my very best in everything I do. I am very passionate about my work. I am a fast learner and a good team player, but at the same time, I can work very well on my own.

CONTACT INFO

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CIELITO HOMES CALOOCAN CITY

KEY SKILLS

- TIME MANAGEMENT
- COMPUTER SKILLS
- ADAPTABILITY
- COMMUNICATION SKILLS
- ABILITY TO WORK UNDER PRESURE
- SELF MOTIVATION
- MICROSOFT EXCELL

AWARDS

LEADERSHIP AWARD (2019)

ACADEMIC EXCELLENCE AWARD
(2015 to 2019) w/ honors

EXPERIENCE

DATA ENCODER

SALT Marketing - Colorado
2019

- Gathered contact person's details and company details from diff. applications and/or search it on Google, then transfer it to a spreadsheet.
- Make sure to gather accurate information while meeting the deadline
- Contact Search & Build
- Adding contacts in CRM

EDUCATION

BACHELOR'S IN INFORMATION TECHNOLOGY

Our Lady Of Fatima University - Quezon City
September 2021 to Present

K-12 GRADUATE

Our Lady Of Fatima University - Quezon City
2019-2021