

Contact

www.linkedin.com/in/angelicaldcwork (LinkedIn)

Top Skills

Account Management

Online Advertising

Search Engine Optimization (SEO)

Ma. Angelica Dela Cruz

Virtual Assistant

Tacloban, Eastern Visayas, Philippines

Summary

Experienced Customer Service Representative. Skilled in Customer-focused Service, Customer Service, Customer Management, Data Entry, and Customer Satisfaction. Strong support professional with a Associate's degree focused in Computer Science from ACLC College.

Experience

CardsPlug

Customer Service Representative

December 2020 - March 2022 (1 year 4 months)

Gateshead, England, United Kingdom

Freelance

Virtual Assistant

June 2020 - November 2020 (6 months)

Bright Click Solutions

Executive Virtual Assistant

August 2018 - October 2019 (1 year 3 months)

Farmers Branch, Texas, United States

Education

ACLC College

Associate's degree, Computer Science · (June 2011 - March 2015)