




 0936-714-1901

 anglme1398@gmail.com

 Zone 5, Sto. Rosario,
Iligan City

Education

**Bachelor of Elementary
Education Major in English**
Mindanao State University- Iligan
Institute of Technology

2015-2020
CGPA (1.65094)

Dean's Lister

Expertise

Graphic Design
Organizational Skills
Project Management
Customer Service
Problem Solving
Attention to Detail
Copy Writing

Language

English
Filipino

GLORY ME ANGEL L. MECA

Virtual Assistant

Profile

I'm a skilled operation support dedicated to providing excellent support to individuals and businesses. With my diverse skill set and strong attention to detail, I can assist you with various administrative tasks, organization, research, and customer support and can readily adjust to rapid changes in order to perform and meet the project's objectives.

Work Experience

DEC.
15, 2020
-
JULY 1
2021

Remotask Freelancer

- Proficiently annotate and label various types of data, including images, videos, sensor readings, and GPS coordinates, following specific guidelines and protocols.
- Ensure accuracy and maintain high-quality annotations by thoroughly reviewing and validating the annotated data.

AUG 8,
2021
-
AUG 22,
2022

Teleperformance

Customer Service Assistant

- Provides fair, pleasant, and courteous treatment ensures a positive customer experience.
- Answers client queries and resolves consumer issues.
- Respond to the needs of customers and provide personalized service.
- Answer inbound calls in a timely and friendly manner.

MAR 20,
2024
-
MAR
24, 2024

VA Training Philippines

- Organizes all social media posts
- Prepare customer spreadsheets and keep online records
- Manage emails and google calendars
- Manage the clients projects by giving information and small data entries and passed the projects with high accuracy
- Proficient in using various productivity and collaboration tools such as Google Suite, Trello, Asana, and Slack.

JUN 6,
2023
-
JUN 30,
2024

Little Einsteins Academy

Preschool Teacher

- Designed engaging and interactive activities to enhance language development, including storytime, phonics games, and vocabulary-building exercises.
- Created a positive and inclusive classroom environment where all students feel valued and encouraged to participate
- Maintained classroom order and discipline through effective behavior management strategies, ensuring a safe and conducive learning environment.

References

Zaira Mae Aban
Virtual Assistant

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Jhon Miguel Abratiguin
Nathan/Nathan- Web Developer

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Email: jhonabratiguin@gmail.com