



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

Strong Organizational Skills

Project Management

Customer Service

Problem Solving

Attention to Detail

Time Management

Multitasker

Adaptable

Language

English

Filipino

GLORY ME ANGEL L. MECCA

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.



Training

VA Training Philippines

**MARCH
2024**

**MARCH
2024**

- 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.



Work Experience

Little Einsteins Academy

Preschool Teacher

**JUNE
2023**

**JUNE,
2024**

- 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..

Teleperformance

Customer Service Representative

**NOV,
2021**

**JUNE,
2022**

- 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.

Remotask Freelancer

DEC.2020

**JULY
2021**

- 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.



References

Nova Mae F. Alvarez

Manager

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Zaira Mae Aban

Virtual Assistant

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Email: zairamaesilvaaban@gmail.com