



MARIE ANGELENE

Virtual Assistant

About Me

I am a performance-driven and results-oriented individual offering excellent negotiation skills and the important ability to function well.

Contact Me

☎ +63 919 882 6558
✉ socialmac3@gmail.com
📍 Upper Puerto, Cagayan de Oro

Education

◆ 2019-2021
Senior High School
Capitol University Basic Education Dept.
Corrales Extension, CDO
9000

◆ 2021- recent
Bachelor's Degree of Info Tech
Capitol University
Corrales Extension, CDO
9000

Experiences

Well Trained Virtual Assistant

- Completed a 15-hour course which includes social media marketing, algorithm, content creation, lead generation, SEO, wordpress and facebook ads.

Expertise Skill

- SMM
- Brand Marketing
- Social Platforms
- Warm Leads
- Lead Generation

Technical Skills

- Determined
- Finds joy in assisting others
- Resourceful
- Good time management
- Creative

Tools I use as SMM

- Adobe Premiere Pro
- Adobe Photoshop
- Canva
- Wordpres
- Google Analytics
- & many more