



ANGIE TANGA-AN

Virtual Assistant

Highly motivated and detail-oriented individual seeking a position as a Virtual Assistant where I can leverage my strong organizational skills, proficiency in digital tools, and excellent communication abilities to provide exceptional support and contribute to the efficiency and success of the team.

Contact



09930449909



angietangaan1996@gmail.com



Can-asujan, Carcar
City Cebu

Education

Bachelor of Science in Agriculture

Carcar City Collage

2012-2014

Poblacion 1 Carcar City

Dressmaking (Vocational)

TESDA

2016-2017

Poblacion 1 Carcar City

Experience



ESL Teacher

2023

- Teaching students in excellent way.
- Give the best that I can to make to students paying attention in every class hours.
- Making sure that all students gain knowledge at the end of every class.



Jewelry Sale Associate

ORO China Jewelry

2021 - 2023

- Assisted customers in selecting and purchasing jewelry items, demonstrating strong customer service skills.
- Communicated effectively with clients from various backgrounds, fostering trust and satisfaction.
- Utilized product knowledge to explain jewelry features and benefits, contributing to increased sales.



Production Operator

MCRI/KENCO/MSM/MEPZ1

2019 - 2021

- Demonstrated exceptional attention to detail and quality control in a fast-paced manufacturing environment.
- Collaborated with a diverse team to meet production quotas and ensure product consistency.
- Adapted to new production techniques and machinery to improve efficiency.

Language

Bisaya



Tagalog



English



Certificates Achieved

- TEFL Proffesional Development Institute
- Teach International (TESOL)
- AI Powered Shopping ads Certification
- Google Ads Display Certication
- Google Ads Search Certication
- Google Analytics Certication

Skills

Organized



Communication



Teamwork



Meeting deadlines



Critical thinking



Team Leader

