

ANGELICA MAE CRUZ

EXECUTIVE ASSISTANT

WORKING EXPERIENCES

SOCIAL STUDIES INSTRUCTOR | NOV 2024 - FEB 2025 **ADAMSON UNIVERSITY**

- Develop and deliver engaging lectures in social sciences.
- Create lesson plans and assess student performance.
- Mentor students and provide academic guidance.
- Conduct research and stay updated in the field.

E-COMMERCE VIRTUAL ASSISTANT | MAY 2023- DEC 2024 **ONE STOP GARDEN SHOP**

- Wix E-Commerce Website Development
www.onestopgardenshop.co
- General ad hoc tasks
- E-Commerce Sites Operational Management
- Graphic Design
- Content Writing
- Social Media Management

E-COMMERCE SPECIALIST ASSISTANT | **JAN 2023 - MAY 2023**

DEPICTIONA

- Shopify web design and development -
www.depictiona.co.uk
- Product Research
- Product Listing and Designing product mockups
- Social media management - gained 1k+ followers in a month
- Graphic Designs - branding and mock-ups

GENERAL VIRTUAL ASSISTANT | JUNE 2022 - JAN 2023 **ZIVKOFIT**

- General ad hoc tasks
- Administrative and office works
- Social Media Management
- Client Management



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 @aegelix

 Angel Cruz

WHAT I'M GOOD AT

- Virtual Assistance
- Social Media Management
- Graphic Designs
- Web Development
- Content Writing

GRAPHIC DESIGN ONE-TIME PROJECTS

- Pitch Deck Presentation (Expertise)
- Branding
- Social Media lay-out
- Social Media posts
- PUBMAT

SOCIAL MEDIA MANAGEMENT PROJECTS

- Content Planning
- Copywriting
- Content Creation
- Content Scheduling
- Analytics Monitoring
- Daily, Weekly, Monthly Reporting

TECHNICAL SKILLS

- Slacks
- What's App
- Telegram
- Discord
- Asana
- Trello
- Notion
- Monday
- Meister Tasks
- Google Suites
- Microsoft Offices
- Wix
- Squarespace
- Figma
- Canva (*Expert*)
- Smartmockups
- Powtoon
- Filmora
- Adobe Illustrator
- Adobe Photoshop
- Wave Accounting
- QuickBooks
- Zoho
- Freshbooks
- Amazon
- eBay
- Etsy
- Shopify
- Fruugo
- Planable
- Hootsuite

PERSONAL SKILLS

- Time Management
- Creativity
- Problem Solving
- Punctual
- Leadership
- Team Work
- Self-Discipline

INTEREST

- Journal and Scrapbook
- Online games
- Reading and Learning new Languages
- Betta Fishing and Landscaping
- Travel

FRAUD ANALYST | FEB 2022 - JUNE 2022

TELEPERFORMANCE | ACCOUNT SECURITY AND CLAIMS

- Inbound and outbound calls

EXECUTIVE ASSISTANT | FEB 2021 - JAN 2022

GREAT PERHAPS

- General ad hoc tasks
- Client outreach
- Graphic Designs
- PowerPoint Presentation Designs
- Administrative and office works
- Data Research
- Content Writing
- Social Media Management

GENERAL VIRTUAL ASSISTANT | MAY 2020 - JAN 2021

MORRIS LALOSHI, CEO

- Administrative tasks
- Calendar management (Weekly scheduling)
- Email Management
- Data Research
- Content Writing
- Basic graphic designs

SALES ASSOCIATE AND CO-FOUNDER | 2020 - 2022

ONLINE BUSINESS SHOP

- Managed weekly inventory
- Social Media Management
- Content Writing
- Send invoices and receipts to buyers
- Attend concerns in regard to shipment and payments

EDUCATIONAL BACKGROUND

BACHELOR DEGREE | 2020-2024

BACHELOR OF SECONDARY EDUCATION MAJOR IN SOCIAL SCIENCES

- OGWA: 1.63