

Angelica Torrecampo

Virtual Assistant

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09652442006

Iligan City, Philippines

Profile

As a dynamic virtual assistant, I excelled in social media management and lead generation, driving significant engagement and growth. My skills in basic graphic design and email management ensured visually appealing and streamlined communication. With a keen eye for detail in data entry and account management, I consistently delivered high-quality, accurate results. My motivation lies in delivering excellence and efficiency in every task I tackle.

Employment History

Account Manager at Andy Yochum, Florida

03/2021–09/2023

- **Social Media Manager** - Scheduling Post in Facebook, Instagram, TikTok and YT Shorts.

Tools - Canva, CapCut, Meta Business Suite

- **Data Entry** - Creating a reports of customers orders

Tools - Spreadsheets, Google Docs

- **Email Management** - Sending Follow-up emails to re-order the products, and following up with the customers about the delivery process.

Tools - Gmail, HubSpot

- **Chat Support** - Answering Customer's concerns about the products.

Tools - Gmail, HubSpot, Instagram, Facebook

- **Lead Generation** - Collecting possible Leads, emails, phone numbers, Links, and personal Contacts.

Tools - LinkedIn, Google, Facebook, Instagram

- **Graphic Design** - Creating design, Shorts video.

Tools - Canva, CapCut, TikTok, Trello, Google Drive

Lead Generation at Russ Castella, Baku, Azerbaijan

06/2023–04/2024

Collecting leads using YT Account.

Tools - Spreadsheets, YT Account

Links

Portfolio

Skills

Data Entry	4/5
Customer Service	4/5
Lead Generation	3/5
Email Management	4/5
Social Media Management	4/5
Virtual assistant	4/5

Courses

General Virtual Assistant at ProVA

02/2021—02/2021

Social Media Manager at ProVA

11/2021—11/2021

References

Dhamielyn A, Sarno from ProVA

dhamsarno@gmail.com

09158325769

Andy Yochum from Boardwalk Food Company

apyochum@gmail.com

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Social Media Manager at Catherine Pacasum, Iligan

10/2022–09/2024

Creating Social Media posts and scheduling this is a local client, Skin Care Clinic. I handle 3 branches Iligan City, Pagadian City and Cdo City.

Tools - Facebook Page, Canva, Facebook Business Suite, Instagram\

Customer Service at Alex Akimov, Los Angeles

06/8/2021–03/26/2026

Customer chat Support

Tools - Spreadsheets, Slack, Gmail, Drive, Freshdesk, Zendesk

Education

AB Sociology, Mindanao State University - Iligan Institute of Technology, Iligan

01/2015–01/2019

Course Ab Sociology

College Officer (GESO)

Reserve OfficersI Training Corps (ROTC)

Languages

Filipino	Very good command
English	Very good command
Cebuano	Native speaker

Hobbies

Eating, Watching Movie, Affiliate in Shoppe, TikTok.