



ANGEL MAE TORRES

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Management Skills
- Digital Marketing
- Creativity
- Time Management
- Computer Skills
- Data Entry
- Customer Service

TOOLS

Canva
MailChimp
Microsoft Office
Microsoft Excel
Meta Business Suite

PERSONAL PROFILE

Proven ability to handle administrative tasks, and create engaging content. A strong communicator with excellent time management skills, dedicated to delivering high-quality work and supporting business growth.

WORK EXPERIENCE

DIGITAL MARKETING EXECUTIVE

[Network & Security Limited](#) | January 2024 - September 2024

- Adept at creating engaging content, optimizing online presence, and driving brand awareness through SEO, SEM, social media, and email marketing.

COLD CALLER

[Farmers Insurance](#) | August 2023 - December 2023

- Skilled in building rapport with prospects, identifying customer needs, and presenting product benefits to secure appointments and close deal

[Customer Service Representative](#) | 2022 - 2023

- Credit Card Dispute Claims Analyst. Credit Card Fraud detection specialist. racking, creating shipping label, and scheduling drivers pick up. Inbound CSR.

EDUCATION HISTORY

[Cagayan de Oro College-PHINMA COC](#)

- Bachelor of Science in Business Administration
- Major in Financial Management
- 2015-2020