



ANGELO PUYAWAN

Virtual Assistant / Coach

MISSION

Experience life at its fullest potential by engaging in various facets of art and expertise. To provide services for the growth and progress of the given opportunity at the given time.



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2941 Santander, Imus, Cavite

LANGUAGES

- English
- Filipino

EXPERTISE

- Project Management
- Virtual Assistance
- Admin Tasks
- Data Entry
- Basic Photo & Video Editing
- Customer & Client Support

TOOLS

- Trello
- Canva
- SketchUp Make
- Adobe Premiere
- Wordpress
- Google Docs, Spreadsheets,

EXPERIENCE

FVP PAINTING ENTERPRISES (2018-2019)

Operations Supervisor

I've been an operation supervisor for a construction firm for almost four years and can deliver good leadership, people management skills, and payroll accounts. I'm also responsible for the mobilization of utilities, materials, and documents for the projects.

IBEX (BPO) 2021-2022

Customer Support Representative

As a customer support representative at IBEX, we assist members of Sam's with their online orders such as replacement and refunds. We also assist members with technical support in managing their online accounts.

Philippine Obstacle Sports Federation (2023)

Parkour Coach & Gym Facilitator

I've been a parkour coach at Ninja Academy, the first parkour facility in the Philippines. After that, I moved to Philippine Obstacle Sports Federation as a coach and facilitator. I teach the fundamentals of movement and how an individual adapts to their environment. We also teach foreign students. I'm an advocate of healthy living by staying active from day to day.

EDUCATION

Technological University of the Philippines

Electronics and Communication Engineering
2010-2014

PERIPHERALS

Desktop	15-11th Gen, 1650 GPU, 16 GB RAM
Laptop	Intel Core - M3 8100y, 3.4 GB Turbo Boost, 8 GB RAM
Internet speed	15-25 Mbps