

# ANGELOU JOI TISBE

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## CONTACTS



Las Piñas City, Philippines



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## EDUCATION

B.S in Hotel, Restaurant and Management  
Bernardo College  
2014 – 2018

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## RELEVANT SKILLS

Business Communication  
Professionalism and Discretion  
Accuracy and information processing  
Time Management  
Detail oriented  
Search Engine Optimization  
Research and Analysis  
Content Writing

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## EMPLOYMENT HISTORY

### Virtual Assistant Researcher

ProGameTalk  
January 2023

- Arranged and corrected research data to create representative contents.
- Validated incoming data to check information accuracy.

### Virtual Assistant Content Writer

ProGameTalk  
December 2022

- Published blog content about games with up-to-date SEO guidelines.
- Maintained content trackers and created monthly reports for management.

### Dental Secretary

Gabuat Dental Clinic  
February 2019

- Will perform secretarial duties using specific knowledge of medical terminology.
- Will include scheduling appointments, compiling and recording medical charts.

## **Dental Assistant**

Gabuat Dental Clinic

February 2019

- Will communicate and interact with patients.
  - Will assist with clinical procedures as required.
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## **REFERENCES**

### **Kathleen Gabuat, DMD.**

Gabuat Dental Clinic

CEO

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### **Michael James Gavagan**

ProGameTalk

Co-founder and Head of Content

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### **Janry Geagoni**

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Digital Marketing Specialist

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