



# MICHELLE CAGOCO

VIRTUAL ASSISTANT

- LIVE:CAGOCOMICHELLE4276
- CAGOCOMICHELLE4276@GMAIL.COM
- BUTUAN CITY, AGUSAN DEL NORTE, PHILIPPINES, 8600

## EDUCATION

CARAGA STATE UNIVERSITY  
2009 - 2014

BACHELOR OF SCIENCE IN  
INFORMATION TECHNOLOGY

SOFTWARE AND WEBSITES I KNOW HOW TO USE:

- CANVA
- WONDERSHARE FILMORA 9
- MS OFFICE
- GOOGLE DRIVE
- DROPBOX
- WIX WEBSITE
- EMAIL(YAHOO,GMAIL)
- INSTAGRAM
- YOUTUBE UPLOADER
- INFLUENCER MARKETING TOOLS

## EXPERIENCE

- **OFFICE CLERK** 2021 - PRESENT  
-TRAVELLERS INSURANCE AGENCY
- **ESL TEACHER** 2015 - 2020  
51TALK.COM.PH
- **IG INFLUENCER SPECIALIST** AUG.2020  
ONLINEJOBS.PH
- **OFFICE CLERK** 2014 - 2015  
MILLENNIUM MOTORS

## SKILLS

DATA ENTRY	● ● ● ● ●
WEB RESEARCH	● ● ● ● ●
GRAPHIC DESIGN	● ● ● ●
INVENTORY	● ● ●
VIDEO EDITING	● ● ●