

# ARIANNE JEAN C. CRUZ



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## Education

### *English Language Teaching (Master's Degree)*

Columban College, Inc.  
2023-Present

### *Bachelor of Secondary Education Major in English*

Bataan Peninsula State University  
2014-2018 (Dean's Lister)

## Expertise

Language Teaching

Proofreading

Writing

Digital Marketing

Graphic Designing

## Language

English

Filipino

***Virtual Assistant, Executive Assistant, Data Entry Specialist, Lead Gen, Appointment Setter, Proofreader, Writer, Graphics Design, English Teacher***

## Profile

Hi there! I'm Arianne, a dedicated and highly organized Virtual Assistant with over 8 years of experience providing exceptional administrative support. I bring a strong background in teaching, data entry, appointment setting, lead generation, content writing, and proofreading. In addition, I have solid experience working as an Executive Assistant, where I honed my skills in calendar management, email handling, travel coordination, and high-level support to executives and decision-makers.

## Work Experience

**2018 – PRESENT Virtual Assistant (Data Entry), EA, Appointment Setting, Lead Generation, Proofreader/Content Generator/Writer**

Upwork/OnlineJobsph

- Working with the wider development team using Slack, Notions, etc.
- I assist with email management, appointment setting, calendar scheduling, data entry, and general administrative tasks.
- I ensured that the written materials are error-free, and polished.
- Writing marketing sales contents.
- A data entry specialist, excellent in generating leads.
- Making workbooks for the kids via Canva.

**2021**

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**2024**

### **English Teacher in a Government School**

Orani National High School - Main

- Working with the wider development colleagues.
- Manage classrooms and some administrative tasks from Grades 7-12.

**2018**

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**2020**

### **English as a Second Language Teacher**

5ITalk Chinese company

- Working with the wider development team.
- An individual Service provider and a well-trained teacher
- Was able to teach Chinese Students from ages 5-65 years old together with IELTS classes and integrated learning discussions

**2018**

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**2021**

### **English Teacher (Substitute)**

College of Subic Montessori, Samal National High School - Annex

- Working with the wider development colleagues.
- Manage classrooms and some administrative tasks from Grades 7-12.

## Skills

- Excellent Oral Communication Skills
- Excellent Written Communication Skills
- Excellent Leadership Skills
- Excellent Technology Skills
- Excellent Problem-Solving Skills
- Excellent Organization Skills
- Excellent Critical Thinking Skills