


MICAH AURIA A. COLOMA

ADMINISTRATIVE ASSISTANT




I am a Computer Science graduate with strong administrative skills. I am passionate about organizing different files and data. My goal is to help my client manage their administrative tasks.

CONTACT

 09656998233

 colomamicahauria96@gmail.com

 Metroville Subdivision,
Manggahan, Pasig City

TRAINING ATTENDED

- Web Development, January 2021 TESDA
- Contact Center Services NCII, November 2021 TESDA
- Digital Skills Training Virtualahan INC., May 30-July 20, 2022

Skills Learned:

- Product Sourcing
- Lead Generation
- Graphic Design
- Content Writing
- Copywriting
- Email Marketing
- Video Editing
- Social Media Management
- Word press Management

EDUCATIONAL BACKGROUND

Bachelor of Science in Computer Science
Lyceum of Aparri
2014 to 2018

TOP SKILLS

- Product Sourcing
- Lead Generation
- Graphic Design
- Content Writing
- Copywriting
- Email Marketing
- Video Editing
- Social Media Management
- Word press Management

TOOLS

- Canva
- Filmora
- Affinity
- Microsoft Office
- Email Finder Tools
- Amazon
- Ebay
- Trello
- Zoom
- Loom
- Lastpass
- Grammarly
- Apollo
- Google App
- Skype

APPRENTICESHIP

OJT INTERNSHIP OFFICE OF THE VICE
PRESIDENT FOR ACADEMIC
AFFAIRS- LYCEUM OF APARRI TRAINEE
JUNE 2017-SEPTEMBER 2017