

MICHELLE DE LEON

VIRTUAL
ASSISTANT/ENTREPRENEUR

Delivering exemplify results.



CONTACT INFORMATION



Suntrust Adriatico Gardens
Condominium Malate, Manila,
Philippines



michelle.deleon1507@gmail.com



LinkedIn: [linkedin.com/in/michelle-de-leon-b30153197/](https://www.linkedin.com/in/michelle-de-leon-b30153197/)
upwork:
<https://www.upwork.com/freelancers/~0100c3913697095805>

EDUCATION BACKGROUND

**Lyceum of The Philippines University-
Manila**

MASTERS IN BUSINESS ADMINISTRATION
(2012-2013)

TRAININGS

Filipino Virtual Assistance

VIRTUAL ASSISTANT (DEC TO JAN 2020)

**Eden Virtual Services (Real Estate
Wholesaling)**

VIRTUAL ASSISTANT (JAN TO FEB 2020)

SPECIALIZATIONS

- Management Skills
- Virtual Assistant
- Customer Service
- Interpersonal Skills
- Lifestyle Photography
- User Experience Research
- Project Management

WORK EXPERIENCE

Owner

MIOME'S APPAREL (JUNE 2018 TO PRESENT)

- Managed and assisted clients through online sites

Owner

JEAN SOFIA MARGARETH GEN. MERCHANDISE
(NOVEMBER 2016 TO APRIL 2018)

- Managed the physical store and negotiated with suppliers

Marketing Assistant

BANK OF THE PHILIPPINE ISLANDS- FAMILY SAVINGS
(HOUSING LOAN DEPARTMENT)
DECEMBER 2014 TO APRIL 2016

- Processed the loan requirements and approval
- Took part in marketing the housing loan program

Lyceum of the Philippines University - Manila

BS INTERNATIONAL RELATIONS
MAJOR IN INTERNATIONAL TRADE
(2006-2010)