

Maria Santos

Email: maria.santos@example.com

Phone: 09123456789

Objective

To obtain a Data Encoder position where I can utilize my Computer Literacy and Social Media Management skills to contribute to company goals.

Skills

- Computer Literacy
- Social Media Management
- Typing
- Attention to Detail

Education

Bachelor of Science in Information Technology

Example University

Graduated: 2023

Work Experience

Freelance Data Encoder (2022 - Present)

- Encode data with accuracy and speed
- Use spreadsheets and data management software