



# ALYSSA JECOMO

Former KYC Verification Operator



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<https://guo-alyssa-lyn.github.io/Personal-Portfolio/>

## EDUCATION

### Information and Communications Technology

AMA Computer Learning Center

2017 - 2019

### Bachelor of Science in Information and Technology

San Pedro College of Business Administration

2019 - 2022

## EXPERTISE

- Data Entry
- Graphic Design
- Database Management
- Web Development
- Communication Skills
- Application Development
- Document Verification
- Basic Troubleshooting

## CAREER OBJECTIVE

Experienced individual in data entry and document verification seeking to leverage career growth and expand expertise in IT field. Explores new professional experience and excels skills through engagement in educational communities. Striving for new opportunities that best aligns closely with own skills.

## WORK EXPERIENCE

### EDS Accounting Services

2023 - 2024

Data Encoder

- Working with a small accounting staff team.
- Encoding data extracted from purchase bills and documents in Microsoft Excel.
- Editing relevant office documents requested by clients.

### Cappersoft

2024 - 2024

KYC Verification Operator

- Collaboration with a wider office staff team and team lead.
- Identifying and reviewing incoming documents from clients.
- Deciding whether the documents are fake or original.

### Work From Home - Client-Based

2024 - 2025

Freelance Web Developer

- Collaborates with the client and sets a meeting for the project discussion.
- Collecting resources and design layout from clients if available.
- Working on the website's frontend, backend and database development.
- Editing icons, logos, and images of website when requested.

## CERTIFICATE

### One Code Camp Academy

Frontend Fundamentals

Bootcamp

10-27-2024

### Zuitt

Free Coding Bootcamp:

Data Visualization

Workshop

10-05-2024