

# MANUELITO JR VERGARA ONGSIAKO

## DATA ENTRY SPECIALIST

I am an experienced data entry specialist seeking a full-time position in the field of clerical work, where I can apply my knowledge and skills for continuous improvement.

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### SKILLS

- Typing speed
- Understanding of basic software
- Research and data collection
- Attention to detail

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### EDUCATION

#### INFORMATION TECHNOLOGY

Associate Degree

Computer Site Institute Inc. | 2016 - 2017

#### COMPUTER PROGRAMMING

Vocational Course

Computer Site Institute Inc.| 2013 - 2015

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### EXPERIENCE

#### OPERATION ASSOCIATE

Kingwin Ventures Inc. 2023-PRESENT

#### CHAT ASSOCIATE

TTEC Philippines 2022-2023

#### EXAMINER ASSOCIATE

ADEC Innovations 2022-2022

#### VOICE SERVICES ASSOCIATE

ADEC Innovations 2021-2022

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### CONTACT

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