



# Lynette Pastorfide

## DATA ENTRY SPECIALIST

### SKILL

- Data Accuracy and Speed
- Advanced Excel Proficiency
- Attention to Detail
- Time Management
- High Typing Speed
- Database Management
- Data Confidentiality
- Effective Communication

### EDUCATION

#### **Bachelor of Science in Computer Science**

Kolehiyo ng Lungsod ng Lipa  
2014 - 2018

#### **Technical Education and Skills Development Authority (TESDA)**

Computer System Servicing (NCII)  
2017

### CONTACT



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<https://peanut2528.github.io/Portfolio/>



Kayumanggi Lipa City, Batangas

### ABOUT ME

A highly innovative and detail-oriented professional with extensive hands-on experience as a Data Entry Specialist. I have excelled in handling thousands of data entries, posting content on various platforms, and sourcing data from multiple channels, earning recognition for my proficiency and efficiency. My motivation is at the highest level as I seek opportunities to collaborate with seasoned professionals and advanced individuals in their respective industries. With a strong team-oriented attitude, I am eager to deliver my abilities in enhancing operational efficiency and accuracy. At the same time, I am committed to further developing my skills for better performance at work.

### EXPERIENCE

#### **Data Entry Specialist**

Real Texan Real Estate Group, Austin, TX  
2023 - Present

- Expertly handle thousands of data entries using Excel, ensuring precise and efficient information management.
- Gather and compile data from multiple sources, showcasing exceptional organizational skills.
- Regularly report and update clients on data status and progress.
- Recognized for delivering outstanding results in data handling and organization, leading to referrals from realtors.

#### **Semiconductor Operator**

Advanced Semiconductor Engineering, Taoyuan City, Taiwan  
2019 - 2024

- Managed material tracking within the MES system, adhering to SOP procedures.
- Conducted defect checks using Microscope OM and documented non-conforming units.
- Participated in diverse processes to enhance operational knowledge and efficiency.

#### **Quality Assurance (QA) - Visual Inspector**

Pilipinas Kyohritsu Inc., Lipa City, Batangas  
2018 - 2019

- Inspected product measurements across various items meticulously.
- Identified and documented defects or errors during the inspection process.

