

PRINCESS G. GARCIA

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SUMMARY

Multiskilled Administrative Professional | Customer Service & Operations Support | Office Management Graduate

A versatile administrative professional with experience in customer service, operations, data annotation, fraud investigation, and office support across various industries. Known for adaptability, attention to detail, and strong communication skills, with a background in Office Administration and ongoing graduate studies in Business Management.

WORK EXPERIENCE

Operations Specialist

Scale AI (Smart Ecosystem Phil. Inc.)

April 2024- Present

- Conduct a review and investigation for suspected fraudulent contributors.
- Maintaining detailed records and documentation of investigations and evidence for legal and reporting purposes.
- Provide flexible, on-demand support for urgent tasks and short-term projects, demonstrating adaptability and initiative across diverse business needs.

Modular Data Quality Analyst

Remotasks

December 2020- April 2024

- Oversee specific task-type projects, review submitted work with keen attention to detail, identify bugs or inconsistencies, and provide guidance to other taskers to help improve accuracy and efficiency.
- Conduct post-task audits, write error reports, and help refine project workflows by flagging quality issues and suggesting process enhancements

Bookkeeping Assistant

Altire Ltd

September 2020 - June 2021

- Supporting daily financial operations by recording transactions, reconciling bank statements, and maintaining accurate ledgers.
- Assisting with accounts payable/receivable, invoice processing, and preparation of financial reports to ensure timely and accurate accounting records.

Accounting Assistant

Comfac Corporation

January 2020- May 2020

- Supports the finance team by handling daily accounting tasks such as data entry, invoice processing, and bank reconciliations.
- Assist in preparing financial reports, maintaining accurate records, and ensuring compliance with internal policies and accounting standards.

Customer Service Representative

PRM Data Quest Corporation

February 2022 - December 2024

- Analyzing and validating datasets to ensure accuracy and quality for AI training and development.
- Performing data annotation, identifying patterns, and providing insights to improve machine learning models.

EDUCATION

Master in Business Administration

Major in Business Management

September 2024-Ongoing

Liceo de Cagayan University

Cagayan de Oro, Misamis Oriental

Bachelor of Science in Office Administration

Major in Office Management

Class of 2021

GOLDEN HERITAGE POLYTECHNIC COLLEGE

Cagayan de Oro, Misamis Oriental

Professional Education

Certificate in Teaching

Class of 2021

Southern Philippines College

Cagayan de Oro, Misamis Oriental

Secondary

Impasugong National High School

Impasugong, Bukidnon

TRAININGS AND SEMINARS

Virtual Assistant Training

Department of Information and Communication Technology

December 2021

SKILLS

- Bookkeeping with Basic Accounting
- (Quickbooks Online & Desktop)
- Microsoft Offices (Word/Excel/Powerpoint)
- Google Suites Tools
- Canva
- Office Management
- Research Data Entry
- 2D & 3D Lidar Artificial Intelligence
- English as a second language
- Calendar Management
- Project Management
- Airtable and Redash

References are available upon request.*