

REYMART V. GOC-ONG

Experienced Encoder with a reliable background of 1+ year in data encoder. Known for adaptability and a strong commitment to delivering efficient and error-free work. Dedicated to ensuring a smooth and accurate data encoding process.

0998 356 3730 | sinvictus20@gmail.com | [linkedin.com/in/reymart-g](https://www.linkedin.com/in/reymart-g)

Senorita St. Talon 1, Las Pinas City, NCR

WORK EXPERIENCE

MARKETING STAFF

Ayala Malls Manila Bay

August 19, 2023 - September 20, 2023

- Collaborating with other departments such as sales, product development.
- Developing and managing advertising campaigns.

ENCODER

JX Tower, Aseana Enclave, Aseana City

October 20, 2022 - June 15, 2023

- Maintaining records of completed data encoding tasks, including date, time, and any special instruction.
- Ensuring the accuracy and completeness of data.

BAGGER

SM Supermarket Las Pinas

August 7, 2019 - January 20, 2020

- The primary duty of a supermarket bagger is to properly bag and pack customers' purchased items.

ENCODER

Las Pinas City Hall

January 07, 2017 - April 20, 2017

- Working with coworkers or bosses to understand what data needs to be entered, solve problems, and tell them if anything seems wrong.

EDUCATION

COLLEGE

Cavite State University - Bacoar Campus

Bachelor of Science in Computer Science | Undergraduate

SENIOR HIGH SCHOOL

Dr. Filemon C. Aguilar Information Technology Training Institute – Programming NC IV | 2019

HIGH SCHOOL

Golden Acres National High School | 2015

RELEVANT SKILLS

- Basic familiarity with Microsoft Excel for data entry
- Ability to multitask effectively
- Typing speed and Accuracy
- Adaptability