

## ARJAY BADION OMEGA

Virtual Assistant | Administrative & Data Support

Philippines | Available for U.S Time Zones

Email: omegaarjay321@yahoo.com

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## PROFESSIONAL SUMMARY

Structured and detail-oriented **Administrative & Data Support professional** with experience in government operations and freelance online projects. Strong background in data entry, data verification, document management, and SOP compliance. Experienced in handling sensitive information, trackers, and process-driven tasks while adapting quickly to new tools and workflows.

Holds a **Bachelor of Science in Information Technology**, with strong computer skills, QA habits, and attention to detail. Reliable, deadline-driven, and comfortable supporting remote teams and operational workflows in fast-paced, U.S.-based environments.

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## CORE SKILLS

- Administrative and operational support
  - Data entry, verification, and records management
  - SOP compliance and quality assurance
  - File and document organization
  - Task and deadline tracking
  - Inbox and calendar management
  - Web research and data collection
  - Confidential information handling
  - Time management and attention to detail
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**TOOLS:** MS Word, Excel, Google Workspace (Gmail, Docs, Sheets, Calendar), Trello, Notion, Slack, Zoom, Adobe Photoshop, Filmora

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## EXPERIENCE

### Ticket Application Specialist (Freelance)

December 2025 – January 2026

- Performed high-volume ticket application processing and data entry tasks
- Entered and managed records in Google Sheets with consistent accuracy
- Followed SOPs and security protocols for handling sensitive information
- Met daily application quotas while maintaining quality and compliance standards

## **Administrative Clerk - Philippine Statistics Authority (PSA)**

*January 2021 – March 2023*

- Performed high-volume data entry and document validation with high accuracy
- Maintained organized digital and physical filing systems in compliance with government SOPs
- Assisted clients with inquiries while maintaining confidentiality and professionalism
- Supported daily administrative operations, tracking systems, and reporting tasks

## **PhilSys Screener - Philippine Statistics Authority (PSA)**

*December 2019 – December 2020*

- Verified applicant identities and ensured accuracy of registration data
  - Assisted applicants with software-based form completion and real-time data validation
  - Followed standardized procedures and data privacy guidelines
  - Worked efficiently in a fast-paced environment with daily quotas and deadlines
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