

BETTY JANE FANIG

Experienced Online Freelancer

bethjean36@gmail.com

Baguio City, Philippines

WORK EXPERIENCE

Virtual Assistant/Data Analyst/Researcher

Freelancer

August 8, 2009 - Present

Different Clients in Upwork (based on project needs)

Job Description:

- Work with multiple clients in Upwork
- Data Entry, doing some research based on what client's need
- Administrative virtual assistant
- Any administrative work that my client requires me to do

Ads Quality Rater

Part-time (20 hours/week)

Telus International

March 2020 – Dec. 13, 2023

Job Description:

- Review online content, ads including text, images and videos
- Rate the relevance of the content based on criteria
- Understand the main intent of the queries entered into google and analyze if it is relevant to the keyword given

Company Computer Operator/Data Entry Specialist/Simple bookkeeping

Synchro Systems Services

Manila, Philippines

January 1995 – May 2008

Job Description:

- I am responsible with all computer works from encoding, data entries for company's client information
- Record keeper/Simple bookkeeping jobs
- Responsible for updating the data of clients and make sure that the database of the company is always updated.