

**BETTY JANE FANIG**

Baguio City, Philippines

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**Work Experience:****Data Entry Specialist/ Virtual Assistant**

Freelancer

August 8, 2009 – March 2025

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
- E-commerce product lister (eg. Shopify, Ebay, Amazon)
- Any administrative work that my client requires me to do

**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.

**Education:**

Baguio Colleges Foundation

Bachelors Graduate (Computer and Information Science)

Year 1991-1994