

# DAISY CANCIO

DATA ENTRY CLERK



## PROFILE

I am a data entry clerk responsible for transferring data from paper formats and other websites into computer files, and database systems. I was in the customer service field for quite a while as well. Team player with an eye for detail. I also provide efficient assistance to consumers that needs help.



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## SKILLS

- Customer Service
- Problem-Solving
- Computer Literacy
- Admin Tasks
- Strong Communication

## EXPERIENCE

### DATA ENTRY CLERK (PART-TIME)

MAGIC, INC.

2022

- Transfers data from other websites into the database
- Admin Tasks

## EDUCATION

### ASSOCIATE IN COMPUTER TECHNOLOGY

Pamantasan ng Lungsod ng  
Muntinlupa

2010 - 2011

### CUSTOMER EXPERIENCE EXECUTIVE

ProbeGroup Inc. Philippines

2021

- Assisting customers with their order queries and deliveries thru SMS, email, and voicemail.
- Account management
- Subscription, products and services education

## TRAININGS

- Full-stack Web Development 2022
- Largo Training 2020
- Advance Technical Support and Service Account Training 2020
- Fundamentals of Effective Communication 2020
- Intuit Product Training 2019
- Communication Skills Enhancement Training 2016
- Global Communications Training 2012

### WORKFORCE REAL-TIME ADMIN

Alorica PH

2017

- Managing and ensuring that the service level agreements for various programs are met.
- Manage the call volume, daily attendance and program break schedules.
- Assist with creation of metrics and targets for services