

SULIBRAN, KYLIE VIA G.

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OBJECTIVE

To secure a challenging position where I can leverage my strong attention to detail, accuracy, and proficiency in data entry to support the efficient management and organization of data, ultimately contributing to the overall success of the organization.

EDUCATIONAL BACKGROUND

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|--|---|
| Tertiary Education 2019 - (Present) | Eastern Visayas State University – Ormoc Campus Bachelor of Science in Information Technology Brgy. Don Felipe, Ormoc City, Philippines 6541 Undergraduate |
| Senior High School 2017 - 2019 | Puerto Bello Senior High School Puerto Bello, Merida, Leyte |
| Junior High School 2013 – 2017 | Puerto Bello National High School Puerto Bello, Merida, Leyte |
| Elementary 2013 – 2007 | Can-unzo Elementary School Can-unzo, Merida Leyte |

KNOWLEDGE, SKILLS AND ATTITUDE

While studying in IT program at EVSU - OC I have developed a handful of essential skills that are as follows:

- Knowledgeable in various data entry software and tools, including Microsoft Excel, Google Sheets, and database management systems
- Strong attention to detail, ensuring error-free data entry and validation
- Ability to prioritize and manage multiple tasks effectively, meeting strict deadlines
- Strong organizational skills, maintaining accurate and well-documented records

Work Experience

Data Entry Agent
Fenestra Virtual Solutions
April 2024 – September 2024

Sales Clerk & Cashier
Jay R Glass and Aluminum Supply
Merida, Leyte
September 2022 - February 2024

Quality Tester (QA)
Team Bootyard
Brgy. Libertad, Ormoc City
February 2019 – May 2019

OTHER SKILLS

- Knowledgeable in Computer Networks
- Knowledgeable with softwares like Microsoft Office, Adobe Photoshop, Netbeans, Jupyter Notebook
- Ample Knowledge in Data Analytics library such as Numpy and Pandas.
- Computer Literate

REFERENCES

Atty. CHRISTIAN SALTA
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I hereby certify that the above information is true and correct to the best of my knowledge and beliefs.