

# SULIBRAN, KYLIE VIA G.

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## OBJECTIVE

To secure a challenging position as a Data Entry Agent 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

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

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.