

**Jeremiah Sison**  
**SF II, Limay, Bataan, Philippines**  
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### **Work Experience**

#### **Data Entry Specialist (Loan Officer)**

#### **Limay Multipurpose Cooperative**

**2022 – 2024**

- Entered and updated data, maintaining accurate records in databases
- Processed and organized documents, ensuring accurate and efficient record-keeping
- Provided personalized financial advice to members regarding loan options, interest rates, and repayment terms
- Monitored active loans and addressed payment issues
- Resolved member concerns professionally and promptly
- Developed and maintained strong relationships with members to foster ongoing engagement and loyalty

#### **Office Clerk – Limay Multipurpose Cooperative**

**2021 – 2022**

- Managed daily office operations, including phone calls, mail, and filing
- Scheduled and coordinated appointments, facilitating smooth office logistics
- Handled member inquiries, providing information and routing requests as needed
- Monitored office supplies, managing inventory and placing orders
- Kept accurate records and generated reports

### **Work Exposure**

#### **Event Management – Limay Multipurpose Cooperative 2022 – 2024**

- Created posters, audio-visual presentations, and other multi-media effects used by the organization
- Handled logistical arrangements, such as venue setup, catering, and transportation
- Communicated with participants, managing invitations, registrations, and feedback
- Oversaw event execution, ensuring smooth operation and addressing any issues promptly

### **Education**

Bataan Peninsula State University, Balanga City (2015-2020)

Graduated - BS Information Technology

Limay National High School, Limay, Bataan (2011-2015)

### **Skills and Qualifications**

- Proficient with Microsoft Word, Excel, and PowerPoint
- Skillful with Canva, Photoshop, and various multi-media editing programs
- Able to communicate effectively through written and oral forms

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