

Jeremiah Sison
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Work Experience

Data Entry Specialist (Loan Officer)

Limay Multipurpose Cooperative

2022 – 2024

- Processed and organized loan files and member information for accurate and efficient record-keeping.
- Reviewed and verified documents for completeness and compliance
- Assisted in generating reports related to loan processing and performance
- Ensured data integrity and security throughout the loan processing workflow
- Communicated with members to gather necessary information and address inquiries
- 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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