

OVERVIEW

Adaptable and detail-driven professional with solid back-office experience and emerging skills in web development and data analytics. Proficient in Microsoft Excel, CRM platforms, video editing, and 3D rendering. Highly committed to continuous skill development and thrives in environments that require versatility, fast learning, and strong analytical thinking. Motivated to advance into tech-focused roles where I can contribute, grow, and refine my expertise.

	SECONDARY	PRIMARY
EDUCATION	ODB MONTESSORI SCHOOL OF NOVALICHES (2018-2020) Humanities and Social Sciences	NOVALICHES GENESIS SCHOOL FOUNDATION INC. (2006-2012)
	FAITH CHRISTIAN ACADEMY SCHOOL (2012-2026)	

SKILLS

- Salesforce
- Service Now
- Microsoft 365 Suite
- Creativity
- Adobe Creative Suite
- Complex problem solver
- Excel Expert
- 3D Rendering/ Visual Arts (Blender Software)
- Quality work
- Web Designing
- Inventive and Resourceful

REFERENCE

- Artin Vaqari

Director

Kavaq Business Intelligence

Kuala Lumpur, Malaysia

(+63126558510)
- Maureen Grace Tobias

Senior Data Analyst

Kelton Global

(+639068756858)
- Ramela Antonio

IP Risk Review

ECE Consulting Group

(+639567208452)

EXPERIENCE

- BACK OFFICE ASSISTANT - (10/07/2024 - 09/29/2025)**

ECE Contact Centers

Engaging in a diverse array of tasks, diligently adapting to every conceivable responsibility that is assigned to my role. This includes conducting thorough item risk reviews, I also take on the important role of rights owner, ensuring that all intellectual property and proprietary content are properly managed and protected.
- VIDEO EDITOR – (06/2023 - 01/2024)**

TECHSURETY

Creating advertising videos, and tutorials for the audience and customers. Ensuring each video exceeded the expectations of clients with high qualities. Expertise in utilizing Cap-cut, Adobe Premiere Pro, and After Effects.
- ADMIN STAFF (03/2022 – 05/2023)**

KELTON GLOBAL

Gathering employee data and managing the database and payroll system for effective human resource management and precise compensation.
- LEAD AND DATA SOURCING ANALYST (10/2017 - 03/2018)**

KAVAQ BUSINESS INTELLIGENCE

Generating leads that include top decision-makers, mid-level managers, and executives through Linked-In, trade directories, and own resources from companies with over 500 plus employees.

CERTIFICATIONS

- HTML, CSS, JAVASCRIPT - DOMESTIKA (2025)**

Acquired knowledge in building creative interactive website by coding with tools like Visual Studio Code, iTerm, Node.js and planning designs with Figma.