

## Contact

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(LinkedIn)

## Top Skills

Microsoft Office

Data Entry

Graphic Design

## Honors-Awards

Best Special IT Project

# Charlie Cristine Adolfo

Virtual Admin Assistant | Data Entry Clerk  
Caraga

## Summary

I am a Data Entry Clerk that maintains these following services that can help businesses owners:

- Maintain the database by entering new and updated customer and account information.
- Maintains customer confidence and protects operations in keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.

### Customer Service

- Answering certain questions from the chat, telephone, and face to face inquiry.
- Comfort level in handling a customer complaint.
- Empathy in difficult situations.

I am knowledgeable and familiar in using various software such as:

- Microsoft Office (Word, PowerPoint, Excel, Access)
- Programming Tools (JScript, Microsoft Visual Studio, MySQL Server)
- Adobe Photoshop CS6
- Slack
- Zoom

Social Media Platforms such as:

- Facebook
- Instagram
- Twitter
- Snapchat
- Skype

Google-Suites such as:

- Docs
- Sheet

- Drive
- Calendar

I have the motivation to help you with any jobs given to me as my assignment and gain experience to learn more. It would be a great chance. I am adaptable and enthusiastic in pieces of training to learn from others.

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## Experience

### QA World

#### Transcriptionist

September 2020 - November 2020 (3 months)

Surigao Del Norte, Caraga, Philippines

### LandBank of the Philippines

#### Data Entry Clerk

November 2018 - April 2019 (6 months)

Surigao Del Norte, Caraga, Philippines

#### On-The-Job Training

### STI College

#### Data Entry Clerk

June 2017 - October 2018 (1 year 5 months)

Surigao City

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## Education

### STI College Surigao

Bachelor of Science - BS, Information Technology · (2015 - 2019)

### Holy Trinity College, Ginatilan, Cebu

High School Diploma · (2014 - 2015)