

DATA ENTRY CLERK | VIRTUAL ASSISTANT

Charlie Cristine Adolfo



@dearcharlie 2020



*Nice to meet you!*

I'M CHARLIE CRISTINE

I'm an Experienced Data Entry Clerk and Admin Assistant

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.



A photograph of a two-lane asphalt road winding through a foggy landscape. The road is flanked by dense trees and utility poles. The fog is thick, obscuring the distant horizon. The overall mood is mysterious and contemplative.

*Where my passion  
meets your needs*



Stop wishing if you feel like there's something you need to do, and succeed.  
**JUST DO IT and FOLLOW YOUR OWN PATH.**



01

## **Secondary Education**

### **HOLY TRINITY COLLEGE**

Ginatilan, Cebu, Cebu City, Philippines, 8400

June 2014 – March 2015

02

## **Tertiary Education**

### **STI COLLEGE- SURIGAO**

Surigao City, Surigao Del Norte, Philippines, 8400

June 2015 – May 2019

03

## **Diploma Courses**

### **Bachelor of Science in Information Technology**

(abbreviated BSIT or B.Sc IT), is a Bachelor's degree awarded for a program in the Information technology field. The degree is normally required in order to work in the Information technology industry.

My  
education



# *My certifications*

01

DTI: Entrepreneurships and Consumer Education Seminar 2017

02

ICT Congress: Staging Global Innovation 2019

03

Employment Preparation Seminar 2019

# My Work Experience

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## *Data Entry Clerk* at STI College Surigao

- Library Department:
  - Inventory of Books
  - Book Organizing
  - Maintain and Update Database of files in library computers
- Admin Department
  - Input and update student information
  - Giving students their SOA of the semester
- General Services:
  - Cleaning of Library , Physics Laboratory, and Classrooms





# My Work Experience

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## *Data Entry Clerk* at LandBank of the Philippines

### - Accounting Department:

- Verifying customer details of slips and checks
- Organizing Bank Statement of every place of the Caraga region
- Photocopying of Files
- Scanning Files
- Email Documents of the Lending Department
- Processing of the documents to be signed by the manager



# My Strengths and Expertise



01

## **Empathy**

A person who's skilled at relating to people and making them feel heard.

03

## **Flexible/Versatile**

Hands-on and flexible approach

02

## **Organization Skills**

I'm highly organized, and I've applied my natural skill for organizing people and projects to all aspects of my work.

04

## **Attentive/Detail-Oriented**

I pay close attention to all of the information when working on a task or project. Wide range of learning methods



# My References

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Memihits Labial

Social Media Manager

0918 - 374 - 6011

Loufe Mae Plaza

Freelancer

0948 - 290 - 0724



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Get in touch with me



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