

Beryl Joyce Dayondon

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SUMMARY

Motivated professional offering proficiency in data entry combined with strong mathematical and analytical thinking skills. Personable team player with exceptional customer service abilities. Fast learner and committed to continuous, self-directed learning. Organized and efficient Data Entry Clerk with 4 years of experience in data organization, proofreading and word processing. Multi-talented in smoothly handling office administration support tasks. Team player works to support group efforts to meet critical deadlines.

EXPERIENCE

Call Agent, 10/2024 - 10/2024

Bisayang VA - Tony Diaz Dahiroc

- Recorded details of customer interactions in database, ensuring accuracy and confidentiality of information.
- Conducted customer satisfaction surveys to gather feedback, contributing to continuous improvement of services.
- Participated in training sessions to enhance product knowledge and customer service skills, demonstrating commitment to professional development.

Writer, 08/2024 - 10/2024

WFP

- Completed writing assignments to set standards regarding order, clarity, conciseness, style and terminology.
- Completed writing assignments according to set standards regarding order, clarity, conciseness, style and terminology.
- Maintained a keen eye for detail, ensuring that all written content upheld the highest standards of quality and professionalism.

Virtual Assistant, 02/2023 - 02/2024

Vice.App

- Managed Social Media Accounts
- Maintained confidentiality of highly sensitive information, upholding the integrity and privacy of executive communications.
- Coordinated international travel arrangements for CEO, including flights, accommodations, and local transport, optimising travel schedules.
- Reviewed and updated administrative procedures regularly to comply with changing regulatory requirements and best practices.

Data Entry Clerk, 01/2019 - 05/2020

Remotask

- Reviewed completed work for compliance with regulations
- Compiled data and reviewed information for accuracy prior to input
- Completed data entry tasks with accuracy and efficiency

Article Writer, 12/2012 - 08/2018

TheHoth

- Completed thorough research into assigned topics
- Utilized exceptional writing, editing and proofreading skills to produce engaging and error-free content
- Performed duties in accordance with all applicable standards, policies and regulatory guidelines to promote safe working environment

SKILLS

- Word processing
- Professional and mature
- Maintains confidentiality
- Independent worker
- Administrative support
- Office administration
- Keyboarding speed
- Documentation expertise
- Positive attitude
- Good English grammar

EDUCATION

Bachelor Of Physical Therapy
Adventist Medical Center College -
Iligan City

Bachelor In Nursing
MSU-IIT - Iligan City