

DALIA REYES LAZATIN

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Pandan, Angeles City

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WORKING EXPERIENCE

UpWork

VIRTUAL ASSISTANT / Retail and E-commerce Assistant

October 2013 - Present

<https://www.upwork.com/freelancers/~0136c4d0c65c0d2d64>

Recent Projects

Data Miner

Invoice Data Entry

Engaged Health Strategies - MEEI

May 2022 - October 2022

Order Processing and Order Management

DoorCorner.com

Operations Assistant

<https://doorcorner.myshopify.com/>

April 2016 - May 2022

ADDERLEY DATA ENCODING SERVICES

Online Retail Coordinator / Web Admin Assistant

Product Sourcing

Facebook Advertising Promotions

Email Management and Campaign

Unit 5 Jimenez Bldg. Brgy. Balibago

Angeles City

July 02, 2012 – June 05, 2013

Advanpoint Inc.

Researcher – Junior Team Leader

- Data Mining (data entry)

- Email Blasting
- Filtering, Sorting databases
- Handling Inquiries

Unit 7B PhilExcel Business Center
Clark Freeport Zone Pampanga
September 21, 2010 – March 30, 2012

EDUCATION

College

AMA Computer College
Plaza Jimenez Bldg. Angeles City
Bachelor of Science in Information Technology
April 29, 2010

TRAINING & SEMINARS ATTENDED

JBCresta Corporation
OJT- Clerical
Clarkfield, Pampanga
December 2009 – April 2010

Blender
Open source animation seminar
AMA Computer College, Angeles City

GIMP
Open source animation seminar
AMA Computer College, Angeles City

Open Source
Pampanga Agricultural College
Magalang, Pampanga
October 17, 2005

Open Office
Pampanga Agricultural College
Magalang, Pampanga
November 26, 2006

CHARACTER REFERENCES

Wade Kleiser - Owner
DoorCorner.com
support@doorcorner.com