

DIANA THERESE BORBON

CONTACT

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 Labangon, Cebu City,
Philippines

EDUCATION

University

2014 - 2016

B.S. in Electronics &
Communication Engineering

2016 - 2017 (*Undergrad*)

B.S. in Civil Engineering

SKILLS

- Attention to detail
- Time Management
- Organization
- Confidentiality
- Adaptability
- Committed to ongoing learning and career development

PROFILE

I am an experienced Lead Researcher but lies more on the work of a Data Specialist since I'm with the team who manage, organize, and maintain accurate data records. Skilled in collecting, researching, and verifying information to support business operations and decision-making. Proficient in using spreadsheets, online databases, and data management tools to ensure information accuracy and efficiency. Known for excellent attention to detail, organization, and time management skills, with the ability to handle large amounts of data and meet deadlines consistently.

WORK EXPERIENCE

LEAD RESEARCHER

Plink

Aug 2022 - June 2025

- Data Entry & Accuracy
- Spreadsheet Management & Proficiency
- Data Cleaning & Verification
- Basic Web Scraping

CUSTOMER SERVICE REPRESENTATIVE

Concentrix (Bank Account)

Aug - Dec 2021

- Card account assistance
- Transaction & billing support
- Lost, Stolen or Damaged Card
- Payment & Credit Management
- Fraud & Security Assistance
- Customer support & communication
- Administrative & Reporting Task