

## FENIE C. DUPO

**OBJECTIVE** Secure a profession that can further develop coordination and association with different kinds of people and offer the outmost advancement that my career rightly deserves.

**SKILLS & ABILITIES** Excellent verbal and written communication skills, Leadership Skills, Detail-oriented, Problem resolution, Spreadsheet management, Compiling data, Administrative support, Data processing, Data analysis, Project management, Data validation, Microsoft Office Proficiency, Basic Unix Analysis Skills

**EXPERIENCE** **ADMIN EXECUTIVE, ASIA TELESERVICES INC.**

June 2022 - Present

- Day to day operation and administration of digital filing management
- Assists and organize end-to-end conveyancing processes
- General customer service support for conveyancing clients
- Data entry and research

**VIRTUAL ASSISTANT**

July 2021 – June 2022

- Property research, data gathering and analysis
- Operation and administration management
- Data entry and other ad hoc tasks related to the area of business

**COMPUTER OPERATOR, PRIMOVER CONSULTANCY SERVICES INC.**

February 2021 – September 2021

- Deployed as Computer Operator in Managed Services Operations department of Bureau of Internal Revenue (BIR) National Office.
- Monitor, analyze, and resolve errors in regular batch processing using basic Unix programming.
- Perform clean-ups, regular housekeeping functions, and generate reports/correspondence.
- Responsible for the administration of batch processing and managing tasks relative to running of scripts in batch architecture.

**RETAIL OPERATIONS ASSISTANT (PART-TIME), FDFP ENTERPRISE**

January 2020 – January 2021

- Store and organize incoming product items.
- Prepare and process outgoing stocks/items for branch deliveries.

- Provide administrative support to delivery, display, and inventory process of product items.
- Assist and coordinate in developing new product items.

**DATA ANALYST TEAM LEAD, MICROSOURCING PHILIPPINES INC.**

June 2010 – November 2019

- Analyzed and processed data in the company's database according to job specifications and standards.
- Organized, processed, and reported data analysis with accuracy and better quality and send them to contracted and potential clients.
- Prepared graphical displays to monitor changes in price, brand, and retailer advertising shares in digital and print-based markets using Microsoft Excel and PowerPoint on monthly and quarterly basis.
- Conducted product research and directly communicated to managers for data processing improvement.
- Generated process documents and took part in the implementation of different subject-matter processes.
- Oversaw and tracked team operations and job performances of team members through statistical feedback, evaluation, and coaching.

**DOCUMENT ANALYST, SPI PUBLISHING INC.**

February 2008 – October 2009

- Analyzed and carried out layout and text corrections according to job specifications and standards.
- Promoted better quality of journals to meet the requirements and demands of clients/customers.
- Engaged in data organizing, data encoding and xml tagging/programming.

**ACCOMPLISHMENTS**

As **COMPUTER OPERATOR** in BIR National Office

- Appointed Team Lead of Computer Operator team
- Developed Computer Operator work manual, process guides and staff monthly assessment.

As **DATA ANALYST TEAM LEAD** in Microsourcing Philippines Inc.

- Developed work manuals and improved process guides.
- Recognized as company's top 5% of outstanding employee for service excellence in 2016.
- Recognized as subject matter expert of processes.
- Completed apprenticeship for Introduction to Emotional Intelligence, a training program provided by Microsourcing for their project leaders.

EDUCATION

**ASIAN COLLEGE – DUMAGUETE, BACHELOR OF SCIENCE IN COMPUTER ENGINEERING**

- Member, Asian College Computer Engineering Society
- Over-all Chairman, Asian College Physics Olympics Program

**NEGROS ORIENTAL STATE UNIVERSITY, DUMAGUETE, BACHELOR OF SCIENCE IN ELECTRONICS AND COMMUNICATION ENGINEERING (UNDER-GRADUATE)**

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REFERENCES

**MA. PRECIOSA AMANTILLO**

Project Account Manager, Microsourcing Philippines Inc.

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**STUART WOOD**

General Manager/Owner, Australia-based Company

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**JONNA ROSE BALABA**

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I hereby certify that the information stated above are true and correct.

  
**FENE C. DUPO**