



MICHELLECHIQUITO

DATA ENTRY/LEAD SCRAPER/ADMIN ASSISTANT

CONTACT

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- 📍 Calamba, Laguna
- 🌐 Chiqui Ann

EDUCATION

- 2010-2012**
AMA COMPUTER LEARNING CENTER
 - Internet Technology
- 2006-2010**
EASTERN NATIONAL HIGH SCHOOL

SKILLS

- Email Management
- Data entry
- Time Management
- Organizational Skills
- Attention to details
- Work independently
- Admin task
- Data Management

LANGUAGES

- English
- Filipino

PROFILE

I worked as a Business Process Associate in BPO for four years, followed by three years as a Team Lead. I also worked as a data/lead scraper for an SEO company.

WORK EXPERIENCE

- Amdatex Services Corp** 2013-2020
Data Entry / Business Process Associate
 - Filtering, sorting, updating and encoding of data efficiently and accurately.
 - promoted as Team Leader and managing small team in data entry level.
 - Email management/Chat support
 - admin task
 - Data Analyst
- Dream Digital Agency** 2020-2024
 - Prospecting
 - Data Scraping
 - keyword finding
 - Data management
 - Lead generation through linkedin

TECHNICAL SKILLS

MS EXCEL

MS WORD

GMAIL, google sheet

CANVA

MS OUTLOOK

Gmeet, Zoom, Slack, Asana
clickup, teamwork