**Rose Mary Regidor Rolloque**

Date of Birth: August 15, 1983

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| Education  Xavier University – Ateneo de Cagayan 2003 – 2007   * College 4th Year Level (Graduate) * Bachelor in Elementary Education Area of Concentration (Science and Health) |
| Misamis Oriental General Comprehensive High School 1996 - 2000 |
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**Experience**

**Data Identification & Transcription** July 2021 – March 2022

About the Role: You’ll join the Foodspace labeling team, where your mission is to deliver accurate and timely data identification & classification by reviewing product data to identify relevant attributes about the product.

**Real Estate Administrative Assistant**  Oct 2014 – June 2019

(Odesk.com from Oct 2014 to January 2014), Direct Hired from Feb 2014 to June 2019

Employer: Search Realty Corp., Brokerage

- Posting ads on Craigslist and Kijiji

- Accessing MLS and pulling ads suitable for advertising  
- Emailing other agents  
- Drafting contracts (on short notice). Compiling multiple documents in one pdf.    
- Booking appointments

### [Amazon ASIN Research and Data Entry](https://www.upwork.com/freelancers/~01cd2bb6eebcd5abc7) Oct 2015 – July 2016

### (ODESK.COM)

### Employer: Web Industries, LLC

### Data that contains: Item name, Brand, UPC barcode, MSRP Price. With this data, you need to go to www.amazon.com and find the product listing, and retrieve the ASIN for each item. (ASIN is the Amazon item identifier #) Many items on Amazon have multiple listings, so you need to make the BEST MATCH selection at times, using measurements like # of reviews, # of sellers, etc. This information will be given upon task acceptance. A proficient data entry person will be able to input 80-100 ASINS per hour.

## Find contact information for website owners Sep 2014 – 2016

(ODESK.COM)

## Employer: Van Chapel

Have thousands of websites in a database and I'm trying to find the contact information for the owners of these websites. To accomplish this, you will first use a tool called Buzzstream that dramatically speeds up the data collection process. Once you have that data, you will decide what the best contact information for each website and select it. Where there is no contact information, you will do research to see if you can find any kind of contact information somewhere on the web.

## Copy and paste info from Google Docs to wordpress Feb 2012 – Apr 2012

(ODESK.COM)

Employer: Launchgrowjoy

To copy and paste interviews (question and answer) from a Google Docs document and turn it into a blog post in Wordpress. This includes finding an appropriate image, uploading the image, choosing a category and scheduling the post.

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| **Computer Skills**  Web Research, Data Entry Jobs, Real Estate VA, Craigslist, Kijiji, MS Office, Excel, Powerpoint. Amazon Data Entry, Wordpress, Pinterest, Social Media Postings.  50WPM for Typing. |