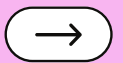
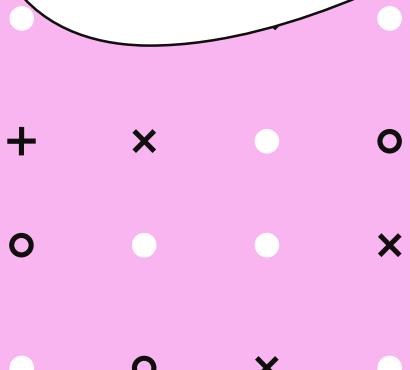




# ELNALIN ANACLITO

FREELANCER



# Elnalin Anaclito

Certified Freelancer

## I'm a working mom with 2 kids

"Children see magic because they look for it. -Christopher Moore

## My commitment

Flexibility

Effectivity for specific project or task.

Do more efficiently and ultimately at a lower cost.

Stability and availability for the long haul (worked ahead)

Eagerly finish upcoming projects





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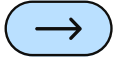
# Why I chose this profession

Freelancing gives me a sense of freedom you'll never experience as an employee.

Working at home also improved my lifestyle as I have more time to take care of myself and my family as well.

I am living a healthier life since I have decided to work at home.

Improved more my skills and abilities in studying at home.



# My educational background

- 01** Associate in Computer Science  
Systems Technology Institute  
SY 2000 to 2002

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- 02** Secondary  
Polytecnic College of Calapan  
SY 1996 to 2000

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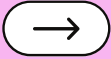
- 03** Elementary  
Adriatico Memorial School  
SY 1990 to 1996

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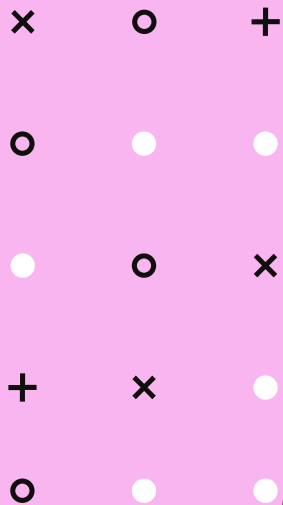
- 04** Home Health for Elderly  
Faith Caregiver Training Center  
120 hrs training  
October 15, 2005

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# My working experiences



## Citimart Island Mall

Cashier  
March 2005 to August 2005



## D' Achiever's Marketing, Inc.

Admin Staff, Promo Staff, Warehouse Clerk  
January 2002 to March 2003



## Jollibee, Inc

Crew  
September 2000 to March 2001



# Traits skills I'm proud to have



Self Discipline



Motivated



Professional



Flexible



Resilient

# My scope of work and availability



## Data Entry

Data entry is the inputting of data or information into a computer using input devices, such as a keyboard, scanner, disk, and voice.

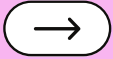
## Lead Generating

Lead generation is the process of attracting leads (your potential customers) into a contact management or marketing software system with the hope of nurturing them throughout the buying process to help convince them about your offerings and then convert them into a paying customer.

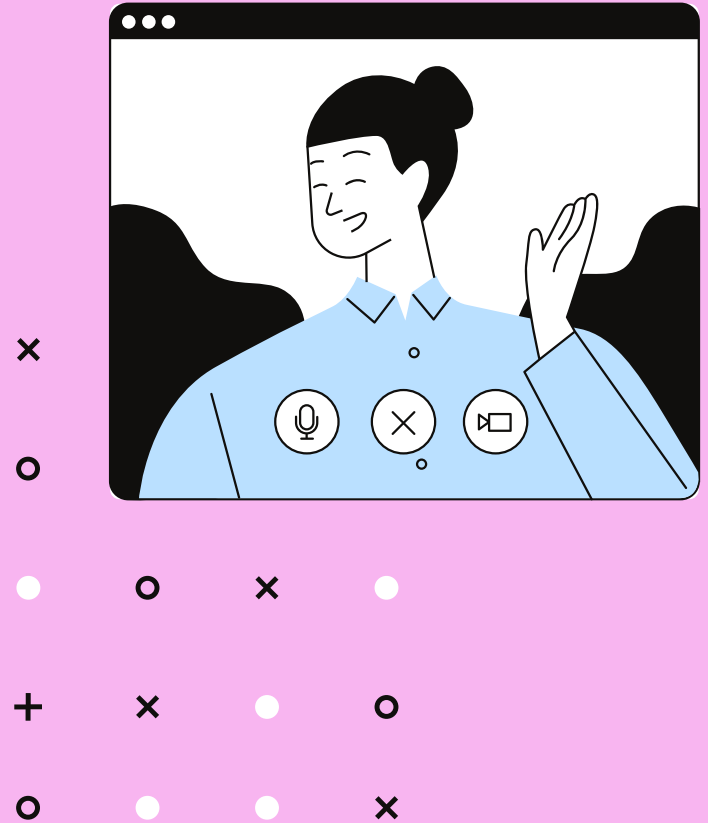
## Graphics Design

Graphic design is the art, profession and academic discipline whose activity consists in projecting visual communications intended to transmit specific messages to social groups, with specific objectives.





# Initial steps if you want to work with me



## Simply Drop a Message

I'm not hard to reach, just a simple seriously objective message can catch my attention.

## Set an Schedule of Interview

I am flexible and available to talk with.

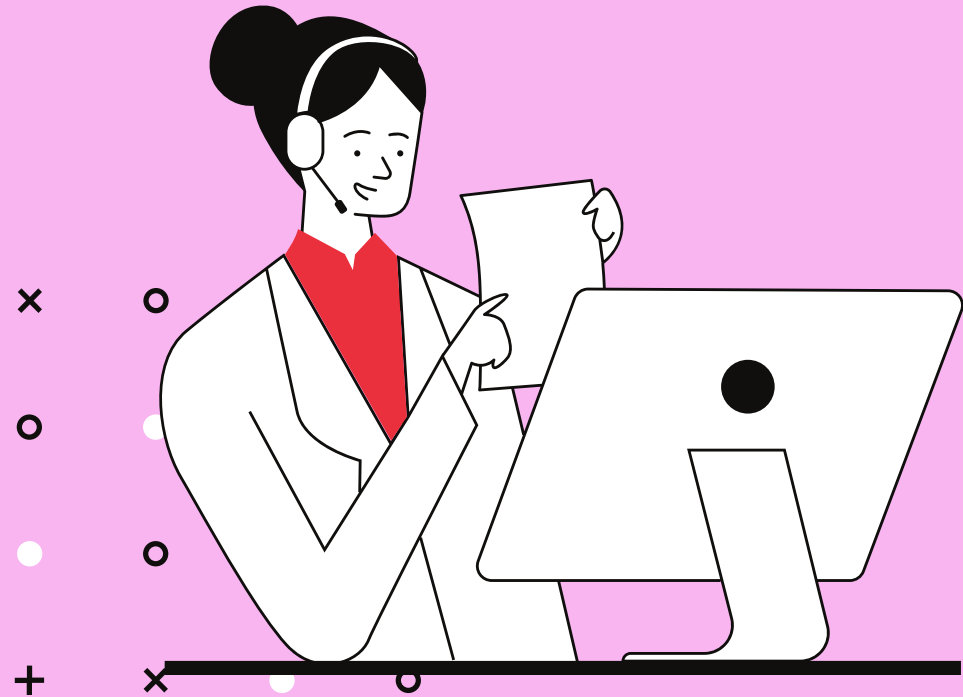
## Schedule a Meeting

Yes, a meeting is needed for us to communicate very well.

# Other ways I can help you with your organization

## Microsoft Offices

- I am proficient in MS excel, word, powerpoint and even paint, google sheets and google docs.
- **Convert images to text**  
converting images to text or database
- **Convert PDF to text/ PDF editing**  
converting PDF files into editable text



# Other ways I can help you with your organization

## Web Extraction/Scraping

extracts data from web pages with changing content and delivers the extracted data to a database or some other application.

- 

## Web/Internet Research

uses the internet to collect data using different tools to verify or double check.

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# Other ways I can help you with your organization

## Document controlling

responsible for the timely, accurate and efficient

- preparation and management of document, control the numbering, sorting, filing, storing and retrieval of both electronic and hard copy documents.

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## Social Media Management

create and maintain brand promotions, company

- information and marketing campaigns for your organization across several different social media networks

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# Other ways I can help you with your organization

- **Data Entry/ Copy Paste**

Input data, copy and paste to a designated software or application.

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- **Graphics Design**

create visual content to communicate messages -social media posting, personal cards, invitations, business presentations, cards, marketing posters, flyers, newsletters, proposal, education certificates, bookmarks and many more about trending topics worldwide

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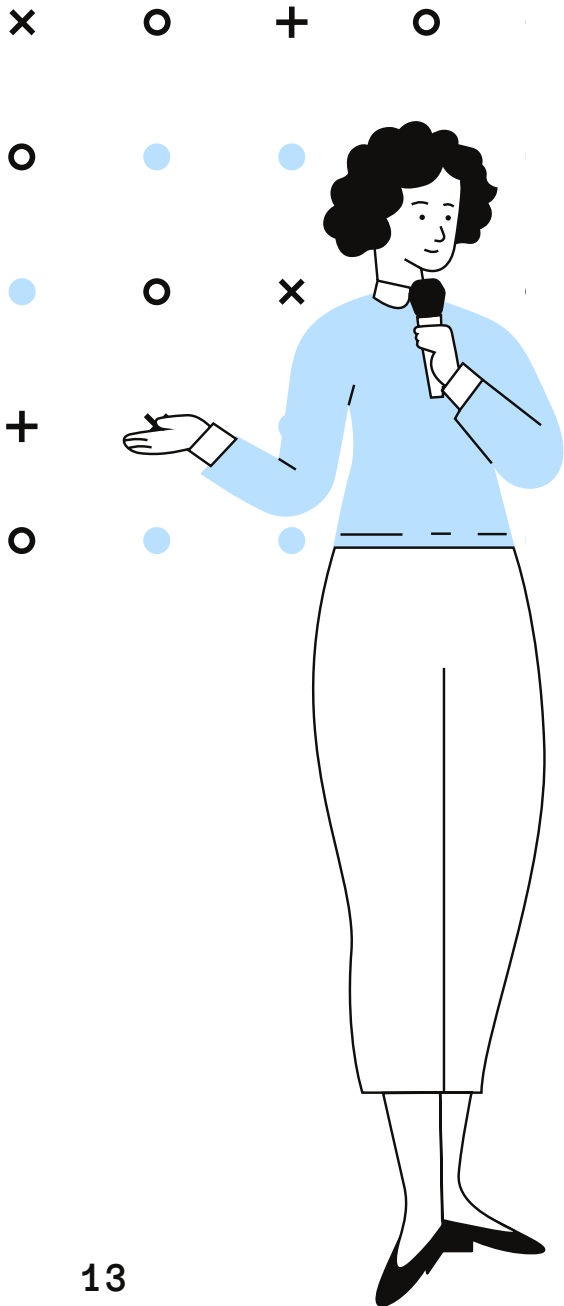
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# What my previous employer/client have to say

## Mr. Philip B.

Client

"Elnah was responsive, flexible, easy to work with and got the job done!"

## Mr. Greg R.

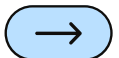
Employer

"Elnah is very professional. I would recommend Elnah enough. She is incredibly resilient, knowledgeable, and hardworking."

## Christine M.

Co-Worker

"We are always happy, highly recommended for officemate, love to work with her."



# My references



## **Renato Marquez Jr.**

Office Head  
JE Distributors Inc.  
+639-77806-5539

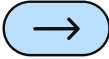
## **Greg Revaño**

Manager  
Mindata, Inc.

## **Arrieth Canniaberal**

Secretary  
Mindata, Inc.  
+639-17562-0071





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# Contact me

## Email

[elnalin.anaclito.092883@gmail.com](mailto:elnalin.anaclito.092883@gmail.com)

## Skype ID

[live:.cid.d6eafd71e133b63e](skype:live:.cid.d6eafd71e133b63e)

## Phone

+639-05700-2892