

Judith Ariola

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Summary

Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level Excel Encoder position. Ready to help team achieve company goals.

Experience

Livingston Research | London

Freelance Writer | 01/2021 - Present

- Efficient and detail-oriented Encoder with 1 year and 4 months of experience in assessing and inputting data into Excel. Accuracy driven when reviewing information before entering to identify errors or issues. Independent and organized in managing workload effectively to complete projects on time.
- Produced monthly reports with advanced Excel spreadsheet functions.
- Entered numerical data into databases with speed and accuracy using 10-key pad.

Skills

Microsoft excel, Microsoft word, Computer literacy, Time management, Documentation review

Education

STI Baguio | Baguio City

Information Technology