



RONAN [REDACTED]

DataEntrySpecialist, Lead Generation Proficient

SUMMARY

I am a reliable and hard working individual with a University degree over 11 years of professional working experience, a team player with excellent oral and written communication skills in English language. I am also an expert in data entry and various administrative tasks. My attention to detail and accuracy will ensure all projects reflect nothing but the highest in quality and professionalism.

WORK EXPERIENCE



DATA ENTRY CONTRIBUTOR/WEB RESEARCHER

[REDACTED] | July 2021 - Present

- Database management and update data for trending entities as fast as possible, so that sensitive errors and fresh facts on database will be updated as quickly as possible
- Investigate feedback reports that come from recognized entity authorities, and fix them as appropriate if incorrect, missing, or in need of update
- Evaluate subtitles of an entity based on user feedback and facts found in reliable sources, and assign corresponding customer codes



DATA ENTRY/WEB RESEARCHER

[REDACTED] | April 2023 - Present

- Prospect private companies in the food industry
- Build a list of food industry companies, utilizing Google sheet and document
- Gather information of the prospected companies and manage the data to the sheet

DATA ENTRY SPORTS EXPERT CONTRIBUTOR/WEB RESEARCHER



[REDACTED] July 2012 - July 2021

- Database management and curation job from the Sports domain covering a wide variety of sports
- Majority of the topics/entities being curated are athletes, coaches, sports teams, sports venues, sports leagues, sports competitions and tournaments as well as some sports awards.
- Preflight of sports events live monitoring jobs
- Leading contributor groups during multi-sports events live monitoring sessions
- Conducting awards preflight and leading awards curation

TITLE PROCESSOR



[REDACTED] September 2012 - April 2014

- Title Commitment Preparation
- Prelim Title Report
- HUD statement Preparation



DATA ENTRY/ENCODER

[REDACTED] 2009 - 2011

- Prepares, compiles, and sorts documents for data entry.
- Transcribes source data into the required electronic format.
- Transfers information from paper formats into computer files.

TRAINING



VIRTUAL ASSISTANT TRAINING

[REDACTED] October 2023 - Present

Social Media Management | Graphic Design | Lead Generation and Marketing
Branding and Identity | Communication Skill | LinkedIn Optimization
Content Creation | Email Marketing | Personal Development Skill

CONTACT



APPS & TOOLS



Google Doc



Google Calendar



Google Sheets



Trello

EDUCATION

Bachelor of Science
in Nursing

[REDACTED]
Batch 2008