

LEE

[LEE.362350@2freemail.com](mailto:LEE.362350@2freemail.com)

*Computer Engineer*

***WORK EXPERIENCE:***

*Company* : ***Joey Riley & Associate Inc. (Recruitment Firm)***

Ayala Center, Cebu City, Philippines

*Position Held* : **Data Analyst**

*Duration* : April 6, 2015 to April 29, 2016

***Professional Description:***

* Assist in the collection and consolidation of required information and data
* Analyze the client's target audience, payment behaviour and history
* Track the revenue patterns of clients and alert the team for sudden fluctuations
* Investigate the possible factors that may have caused sudden changes in client revenue
* Prepare a professional, coherent, and grammatically correct business correspondence that details the investigation made and the potential resolution
* Proactively approach team members with recommended optimization methods for clients

*Company* : ***A.S. Online Consulting Inc.***

Centro Fortuna, A. S. Fortuna Street, Mandaue Cebu City, Philippines

*Position Held* : **Data Analyst**

*Duration* : May 9, 2016 to March 3, 2017

***Professional Description:***

* Receive and review the sources
* Prepare the daily report following the prescribed format and guidelines
* Ensure that all articles are in their proper sections
* Communicate with designated contact person for day to day operations
* Coordinate with the team if any issues encountered in executing the processes
* Train and lead any additional team members
* Monitor daily tasks based on key performances indicators
* Build up procedures manual
* Any other tasks that falls within the same skill set that may require

***PROFICIENCY & SKILLS***

***EDUCATIONAL ATTAINMENT:***

**Bachelor of Science in Computer Engineering -** Programming in the following languages:

University San Jose-Recoletos (C++, Java, HTML, CSS)

Cebu City, Philippines  **-** Knowledgeable in Software & Hardware

application

**-** Knowledgeable in MS Office Application

such as Word, Excel, and PowerPoint

- Video/photo editing

(Adobe Photoshop, After Effects, Premiere)

***TRAININGS:***

*Company* : ***Coca Cola Bottlers Philippines Inc***

*Duration* : April 2, 2014 to May 30, 2014

*Course Title* : On-the Job Training (OJT)

*Location* : Mandaue City, Cebu, Philippines

***PERSONAL DATA:***

Date of Birth : September 18, 1992

Nationality : Filipino

Height : 162cm

Weight : 50 kg

Religion : Roman Catholic

Civil Status : Single

Visa Status : Tourist Visa

Visa Expiry : 15 June 2017

I certify that the above information is all true and correct. Supporting documents and character references will be given upon request.