

**JOIELYN**

**Email:** **joielyn.387935@2freemail.com**

**SKILLS SUMMARY**

* Effective communication skills
* Time management skills
* Analytical and problem solving
* Decision making skills
* Computer skills including ability to operate word documents and excel
* Basic computer system troubleshooting
* Knowledgeable in using QGIS applications that supports viewing, editing, and analysis of geospatial data.

# RELEVANT EXPERIENCE

## Eagle Sensing Data Inc., Davao, Philippines

October 2015 to December 2018

## Position: Data Analyst

Duties and Responsibilities

* Interpreting data, analyzing results using statistical techniques.
* Acquiring data from primary or secondary data sources and maintaining database.
* Collects data, whether it's sales figures, logistics, or transportation costs.
* Developing, modifying, implementing data analysis, data collection systems and other strategies that optimize the statistical efficiency and quality.

## FSTA Trucking Inc., Davao, Philippines

August 2013 to May 2015

## Position: Data Encoder

Duties and Responsibilities

* Entering customer and account data from source documents within time limits.
* Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
* Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.

## Polyclinic Davao Inc., Davao, Philippines

December 2012 to May 2013

## Position: Secretary

Duties and Responsibilities

* Answering phone calls and redirect them when necessary.
* Managing the daily/weekly/monthly agenda and arrange appointments.
* Preparing and disseminating correspondence, memos and forms.

# EDUCATION

June-2010 to May-2012 STI College – Davao City, Philippines

Diploma in Computer and Electronics Technology

June-2004 to May-2008 Sta. Ana National High School – Davao City, Philippines

 Secondary High School

# PERSONAL INFORMATION

Gender : Female

Date of Birth : November 18, 1991

Nationality : Filipino