

DATA ENTRY OPERATOR

🔄 25 травня
2020

📍 Місто: [Запоріжжя](#)

📍 Готовий до відряджень: [Київ](#), [Одеса](#), [Харків](#)

Вік: 19 років

Режим роботи: повний робочий день, віддалена робота, плаваючий графік роботи

Категорії: IT, WEB фахівці, Офісний персонал, Робота для студентів

Досвід роботи

Virtual assistant / SEO Junior

Freelance (Writing of case studies, personal statements, research papers), Інші країни
12.2019 – 04.2020 (4 місяці)

Обов'язки:

My task was to negotiate with primarily American companies. I had to find potential partners and offer them a number of services in exchange for a backlink to my company's website. Also, I added the companies' contacts I've found to a special database

Освіта

Zaporizhzhia Specialized School №40 (Запоріжжя)

Спеціальність: Foreign languages

середньо-спеціальна, 09.2010 – 09.2020 (10 років)

Додаткова освіта

- French tutor (present)
- Yoast SEO Training (2020)
- Udemy General Translation Course (2019)
- Udemy Data Entry Course (2019)

Знання мов

Англійська - Вище середнього, Французька - Нижче середнього, Російська - Професійний (експерт),
Українська - Професійний (експерт)

Додаткова інформація

Знання комп'ютера, програм: A proficient Excel user. I know numerous formulas and use them to quickly fill needed data in the sheets and make it look more structured. I am knowledgeable in: 1) Google Suite 2) Microsoft Office 3) LibreOffice
Also, I am an experienced user of optical character recognition programs. I am excellent in the Internet Research. It's easy for me to find virtually any data in a timely manner. Contact information, research papers, you name it. In addition to finding data, I can also nicely combine and analyze it for you. The full list of software and tools I use: Excel — 5 years of experience
Optical character recognition programs FreeOCR — 2 years of experience Tesseract — 1 year of experience Web-scaping: Outwit Hub — 1 year of experience Web Scraper — 1 year of experience Octoparse — 1 year of experience Databases: dBase Database — 1 year of experience Oracle Database — 1 year of experience

Особисті якості, хобі, захоплення, навички: Greetings! I am a committed and responsible person, capable, and eager to learn. I always complete my tasks on time. If you need a quality job done in a blink of an eye, address me! My main hobby is self-education. I am now studying Oracle database so as to offer you more services. I also love to read, both nonfiction and fiction literature.

Мета пошуку роботи, побажання до місця роботи: A job for me means knowledge, experience, and bonds. I am really

looking forward to meeting new people and having interesting experience learning new skills, while also deepening my current areas of expertise. I am all ears to hear your proposals!