

# Stephen Zeus C. Daban

Office Clerk / Data Entry / Appointment Setter / Virtual Assistant

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Professional Summary

My primary objective is to support business operations by coordinating operations, and ensuring exceptional customer service. I aim to create a positive and productive work environment by communicating with team members, setting clear goals.

Area of Expertise	<ul style="list-style-type: none"><li>Data Entry</li><li>Customer Service</li><li>Business Communication</li><li>Human Resource Management</li><li>Public Relations</li><li>Analytics</li><li>Scheduling</li><li>Productivity Software</li></ul>
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Key Skills	Adaptability Project management Attention to detail Flexibility	Communication Problem-solving Computer Literacy Interpersonal Communication
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Experience	<div>Responsibilities:</div> <ul style="list-style-type: none"><li>managing important documents</li><li>providing exceptional customer service.</li><li>Also responsible for analyzing financial data, identifying inquiries and concerns, and developing strategies to improve the business performance.</li></ul>
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## Professional Career

- Image Annotator:** 1 year and 3 months completing task assignments to check all the marking lanes
- Customer Service Representative:** 1 year and 4 months addressing all the customers inquiry, assisting on their health conditions and safety measurements.
- Office Clerk:** 1 year and 6 months keeping important records, Online Document assistance, Assisting clients for their appointments, Developing identification data's.

Education	<div>Polytechnic University of The Philippines (2020-2024) Bachelor in Public Administration (Cum Laude)</div> <div>Lopez National Comprehensive High School (2012-2018) Information and Communication Technology</div>
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References	Available upon request.
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