

Rouielyn Tadtad

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Professional Summary

Dependable employee seeking opportunity to expand skills and contribute to company success. Considered hardworking, ethical, and detail- oriented.

Skills

- Game dealing, Betting Oversight and Gameplay Monitoring
- Written Communication
- Microsoft word
- Record-keeping
- Google Drive
- Time Management
- Planning
- Collection Reporting

Experience

Online Casino Dealer

November 2020-March 2021

W-tech Solution Inc., Makati Philippines

- Helped meet minimums at high- value tables as participating player.
- Covered player and casino needs by rotating between games like cards, roulette.

Data Encoder

November 2015-March 2020

Canon Business Service Centre (PHL), Taguig, Philippines

- Classified data by using the correct fields for inputting information into business and customer files.
- Exceeded hourly quota with expert 10-key skills and exceptional accuracy.
- Resolved garbled data using manual and computer- assisted methods.

Finance Staff Member (temporary)

May 2019 to June 2019

Canon Business Service Centre (PHL), Taguig,
Philippines

- Generated documents to keep track of transactions and comply with regulations.
- Maintained detailed records.
- Kept current financial records and documents.

Education

Business Administration Major in Management- Rizal Technological University,
Mandaluyong, Philippines