# MARY GRACE D. DALISAY

*Data Encoder*

## PROFILE

A data encoder job description typically includes duties such as entering data, maintaining databases and client files, managing hard copies, scanning documents and handling other data-related tasks.

## CONTACT

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📍 Lapaz, Iloilo City

## EDUCATION

**Bachelor of Science in Information Technology (2017 - 2019)**
*AMA Computer College*

**Associate in Hotel and Restaurant Technology (2007 - 2009)**
*Western Visayas College of Science and Technology*

## WORK EXPERIENCE

**Data Encoder**
*Iloilo City Hall  (January 2020-Present)*

- Data encoding of documents
- Scanning, Sorting and filing of documents
- Performs other duties assign by the head of office
- Assist clients

**Service Crew**
*Jollibee Food Corp. (July 26, 2011- December 31, 2011)*

- Service crew members process cash, check, and credit card payments using cash registers and digital systems.
- May also work on preparing and expediting food orders
- Performing general housekeeping and cleaning duties, such as sweeping, mopping, cleaning glasses.

## SKILLS

- Typing
- Video Editing
- Data Encoding