
HAZEL CLENT S. GARCIA

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PROFESSIONAL SUMMARY

Accomplished, energetic, and resourceful product specialist assistant and data entry specialist with a keen sense of what works for customers, clients, and internal team members. Known for strong organizational skills and making an immediate impact because of the ability to develop strong relationships with people from diverse environments and backgrounds. Exceptional interpersonal and communication skills with demonstrated ability to multitask in changing environments.

CORE COMPETENCIES

- ✓ Service- Focused
- ✓ Strong Customer Service
- ✓ Time Management Skills
- ✓ Attention to detail
- ✓ Strong Decision Maker
- ✓ Flexibility
- ✓ Active Listening

WORK EXPERIENCE

Data Entry Specialist- Excel and Spreadsheet

London, United Kingdom | Sept 2021- August 2022

- Collecting data including but not limited to bills, client info, financial statements, invoices, or receipts
- Ensuring data is accurate and complete
- Organizing storage systems

Online Arbitrage Leads Delivered Daily- Leads Ninja

Product Listing Specialist| Washington, USA | Dec 2020- August 2021

- Sourcing products for Online Arbitrage and manually searching -Using google sheets to record leads
- Takes orders from customers and passes those orders on to a supplier.
- Created guides to document the processes and maintain business continuity

Dropshiptribe

Product Listing Specialist| New York | Sept 2020- Dec. 2020

- Organize and prepare inventory items to be listed on eCommerce websites based on consumer and enterprise-level customer needs
- Optimize data entry and complete requires information regarding item descriptions, weights, and dimensions for accurate requires information
- Respond to email inquiries from customers in a timely manner
- Upload products onto various eCommerce websites by transposing our internal product data onto a variety of spreadsheets
- Receive and process electronic orders
- Handle order returns and manage financial and re-order-related transactions

EDUCATION & CERTIFICATIONS

2018 - 2019 | University of Mindanao Tagum College

Accountancy, Business and Management- Senior High School

- Work Immersion (CITY HALL OF TAGUM)
Office of the City Treasurer
- Leadership Training and Seminar
- Boa updates: Reinforcing the Future Professional Accountants
- Rights: 21st Century Ethical Education for FUTURE Professionals
- Product Expo 2017

2022 | Oxford Home Study Centre

Communication Skills (Short Course)

2022 | Oxford Home Study Centre

Hotel Management (Short Course)