




LIZA ROSS PERONA

A highly motivated professional seeking a position in your company where I can utilize my skills and apply my acquired knowledge to contribute to the overall success of the team and the organization.

Contact

 +63 921 210 3981

 peronalizaross76@gmail.com

 Purok 2 San Isidro Hagonoy, Bulacan

Education

2023 | BULACAN STATE UNIVERSITY
Bachelor of Arts in Broadcasting

2019 | LA CONSOLACION UNIVERSITY PHILIPPINES
Humanities and Social Sciences

Experience

Telus Digital Philippines | 2025 - 2026

AI Data Annotation Specialist / Content Moderator

- Review and evaluate user-generated content to ensure compliance with platform guidelines and community standards
- Identify, flag, and take action on policy-violating or sensitive content with accuracy and consistency
- Maintain quality, productivity, and turnaround targets while handling high-volume content

Media Convergence Inc. | 2023 - 2025

Logistics/Administrative Associate

- Coordinate daily logistics and administrative operations to ensure smooth workflow
- Prepare and process billing statements and sales invoices accurately and on time
- Manage accounts receivable and assist with accounts payable
- Handle documentation, data entry, scheduling, and record management with accuracy
- Support inventory tracking, order processing, and shipment coordination
- Provide administrative support to cross-functional teams and assist with operational tasks

Skills

- Analytical thinking
- Communication Skills
- Active Listening Skills
- Attention to Detail
- Organization and Time Management
- Accuracy and Consistency
- Data Entry and Documentation
- Decision Making
- Technical Literacy
- Multitasking