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[Upwork Account](#)

[LinkedIn Account](#)

Brgy. 18, Cabangan West,
Legazpi City, Albay,
Philippines

SKILLS

- US Tax Preparation
- Data Entry & Web Research
- Canva
- Lead Generation & Sales Support
- Xero & Quickbooks Accounting Software
- Invoicing, Bills Payment & Reconciliation
- Service Agreement Preparation
- Team Leadership & Performance Monitoring
- Microsoft Office Suite (Word, Excel, PowerPoint)

LANGUAGES

- English
- Filipino

CHRISTIAN BANDOL

VIRTUAL ASSISTANT/DATA ENTRY SPECIALIST/BOOKKEEPER

PROFESSIONAL EXPERIENCE

Detail-oriented Virtual Assistant and Data Entry Specialist with over 8 years of experience in data research, market intelligence, and team leadership. Currently specializing in US tax preparation and bookkeeping support, including tax document review, data entry, invoicing, reconciliation, and service agreement preparation using Xero. Known for accuracy, confidentiality, and delivering high-quality results under tight deadlines.

WORK EXPERIENCE

Elev8 | Virtual Assistant (US Tax Preparation) January 2026 - April 2026

- Review and organize tax documents (W-2, 1099, 1098, prior-year returns)
- Input accurate data into tax software
- Assist in preparing draft tax returns
- Ensure completeness and compliance of client files

Upwork | Research & Accounting Support Specialist Jul 2023 – Present

- Manage invoicing, bill payments, and reconciliation using Xero
- Prepare and review service agreements
- Provide research and market intelligence support
- Deliver high-quality work to international clients

Veeva System | Data Curator December 2020 - January 2025

- Conducted in-depth web research and data analysis
- Performed data validation

Upwork | Data Researcher February 2020 – December 2024

- Conducted in-depth web research
- Data profiling is the process of examining, analyzing, and creating useful summaries of data
- Deliver high-quality work to international clients

Operation MD | Research Analyst / Data Miner Jul 2019 – Dec 2019

- Conducted data mining and market research
- Developed reports supporting business campaigns

Innodata Knowledge Services Inc | Team Lead Aug 2017 – Jul 2019

- Led analyst team and monitored productivity
- Trained members to improve research accuracy
- Managed large-scale validation projects

Innodata Knowledge Services Inc | Senior Associate April 2014 – Aug 2017

- Executed data analysis and web research for multiple international projects.

EDUCATION

Tanchuling College, 2007-2011
Bachelor of Science in Nursing