

DJANELLE BOLIRE

RESEARCH AND DATA ANALYST



CONTACT

+63 916 697 3979

boliredja@gmail.com

401 Raymundo st. Lagundi
Morong Rizal

SKILLS

- Data Entry
- Lead Generation
- Research
- CRM Optimization
- Email Management
- Data Scrapping
- Web Research
- Data Mining

LANGUAGES

- English
- Filipino



PROFILE

A detail oriented Virtual Assistant with Years of experience in Lead Generation, Data Entry and Research. Skilled in Linkedln Navigation, Sales Force, CRM Optimization, Microsoft Office tools (Excel and Word) and other tools for delivering accurate data and reliable results in time.



WORK EXPERIENCE

E-Pro Insights Back Office Solutions JAN 2016-PRESENT
Research and Data Analyst

Lead Generation

- Help client in Research and Identify qualified leads target
- market using web tools
- Provide accurate lead list for CRM records
- Verify leads contact information by using tools like Hunter.io,
- Apollo and other verification tools
- Support marketing campaigns with organized and
- segmented data.

Data Entry

- Input, Clean and Update data on Spreadsheet and CRM system
- Maintain accuracy and confidentiality of all information
- Prepare reports and consistent data for the client across platforms

Chat/Email Support

- Respond to Customer/Client through chat or Emails professionally

Philippine Statistics Authority SEPT - OCT 2015
Enumerator

- Census of Population on a designated area

Shopwise Antipolo NOV 2009-AUG 2014
Sales Associates

- Assist Customers with their shopping needs, make Inventory of assigned products and Supervised assigned merchandizer.

Jollibee Foods Corporation FEB 2006 - JAN 2009
Service Crew

- Prepare food for customers order and maintaining the cleanliness of Food and Store premises.



EDUCATION



University of Rizal System - Morong

2004-2008

Bachelor of Science in Information Management



Morong National High School

1998-2002



Rizal Polytechnic College (Elementary Department)

1992-1998