

JOHN MICHAEL B. HOCSON



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PROFESSIONAL SUMMARY

Detail-oriented and reliable professional with experience in data entry, data annotation, data scraping, customer service, production operations, and team leadership. Proven ability to maintain accuracy while handling large volumes of information, perform quality control checks, and meet deadlines in fast-paced environments. Strong organizational, communication, and problem-solving skills with a commitment to efficiency and continuous learning.

CORE SKILLS

- Data Entry & Data Management
- Data Annotation & Labeling
- Online Research & Data Scraping
- Quality Assurance & Verification
- Microsoft Excel & Google Sheets
- Data Organization & Record Keeping
- Customer Service Operations
- Team Leadership & Supervision
- Time Management & Multitasking
- High Attention to Detail
- Production & Factory Operations
- Problem Solving & Workflow Coordination

PROFESSIONAL EXPERIENCE

Pivotal Solution

2024 – 2025

Data Entry Specialist

- Entered and maintained large volumes of data with high accuracy and efficiency.
- Corrected data entry errors to prevent duplication and data degradation.
- Reviewed and verified information prior to database entry to safeguard data integrity.

Industry Procom

2023 – 2024

Data Scraper and Data Entry Specialist

- Researched and identified qualified companies within targeted industries.
- Collected, organized, and maintained business information in web-based documents and spreadsheets.
- Reviewed and validated data gathered by team members to ensure completeness.

Remotask

2022 – 2023

Data Entry Annotation Specialist

- Managed and annotated large datasets following rigorous project technical guidelines.
- Performed detailed data labeling tasks to support machine learning and database systems.
- Conducted routine quality assurance and verification checks to keep consistent database quality.

Senve Machinery Corporation

July 2019 – Nov 2022

Machine Operator (Taoyuan, Taiwan)

- Operated heavy manufacturing and production machinery safely and efficiently.
- Monitored automated production processes to strictly adhere to quality standards.
- Performed comprehensive factory operations, equipment handling, and routine safety maintenance.

Kareila Management Corp. (S&R Membership Shopping)

Oct 2016 – Apr 2019

Baker / Team Leader (Cagayan de Oro City)

- Prepared premium baked goods according to established company recipes and standards.
- Assisted in supervising daily bakery department operations and production workflows.
- Ensured total product quality and absolute compliance with food safety regulations.

Golden Era Food Chain (Dunkin' Donuts)

Dec 2014 – Feb 2016

Service Crew / Shift Leader (Cagayan de Oro City)

- Delivered excellent customer service across dining, cashier, and counter operations.
- Supervised floor staff performance and coordinated daily store operations during assigned shifts.
- Handled secure cash transactions, balanced cash registers, and resolved customer inquiries.

EDUCATION

Lourdes College

Cagayan de Oro City

Bachelor of Science in Hotel and Restaurant Management

Angelicum Learning Centre

Graduated: 2007

Secondary Education

Angelicum Learning Centre

Graduated: 2003

Elementary Education

ADDITIONAL INFORMATION

- **Languages:** Fluent in English, Filipino, and Cebuano
- **Work Ethic:** Able to work independently and as part of a team
- **Technical Literacy:** Microsoft Office & Google Workspace proficient
- **Strengths:** Strong attention to detail & organizational skills