

HARRIS C. DELA PAZ

Data Entry Specialist

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CAREER OVERVIEW

Detail-oriented Data Entry Specialist with experience in data entry, data collection, Microsoft Excel data analysis, database management, and administrative support. Skilled in maintaining accurate records, validating data, preparing reports, and ensuring data accuracy. Experienced in handling large datasets using Microsoft Excel and committed to delivering efficient, high-quality work with minimal supervision.

EDUCATION

Bachelor of Science & Business Administration - Financial Management

Palawan State University
April 2014

SKILLS

- Microsoft Excel (Advanced)
- Data Entry
- Data Analysis
- Data Collection
- Data Validation
- Database Management
- Google Sheets
- Email Management
- Appointment Setting
- Administrative Support
- Organizational Skills
- Time Management
- Written & Verbal Communication

EXPERIENCE

Data Collector
Provincial DOH Office – Palawan
July 2021 – Present

- Collect, encode, and manage health surveillance data from different facilities and sources.
- Perform data cleaning, validation, and analysis using Microsoft Excel (Pivot Tables, VLOOKUP, formulas, charts) to ensure data accuracy and consistency.
- Maintain and update provincial-level line lists and databases generated by public health surveillance systems.
- Generate summaries, reports, and visualizations to support data-driven decision making.
- Assist in the preparation and distribution of surveillance reports, case bulletins, presentations, and data requests using provincial-level/city-level data.
- Ensure timely submission of reports and compliance with data reporting standards.

Appointment Setter / Network Marketing Associate

Alliance in Motion Global, Inc.
September 2019 – July 2021

- Conducted appointment setting and follow-ups with prospective clients through phone calls, email, and social media.
- Managed customer inquiries and maintained accurate client records in the database.
- Scheduled meetings and product presentations for the marketing team.
- Built and maintained relationships with clients through effective communication and customer service.
- Performed data entry and database updates using Excel and other tools.
- Supported the team in achieving sales and marketing goals.

Branch Service Associate

City Savings Bank Inc.
January 2015 – September 2019

- Maintained accurate documentation of customer transactions, ensuring compliance with regulatory requirements.
- Counted, verified and handled bank deposits and withdrawals.
- Maintained friendly and professional customer interactions.
- Cross-sold credit cards, loans and other bank products.