SARAH BERNARDINA S. BORJA
"Virtual Admin | Data and Excel Expert"
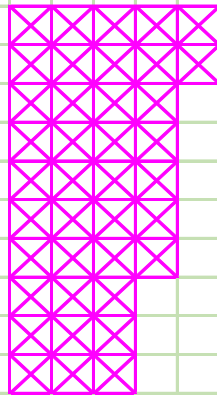
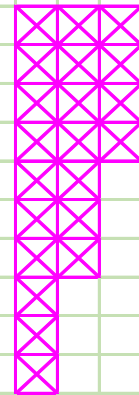|	
Location:	Quezon City, Philippines
Mobile No.:	+632 (928) 685 80 76
Telephone No.:	+63 (02) 994 98 37
Birth Date:	09 – Dec - 1987
Skype:	ssborja009

ADMIN SKILLS

Data Entry
Microsoft Excel
Microsoft Word
Microsoft PowerPoint
MS Excel VBA
Admin Support
Internet Research
Google Docs
Email/Chat Support
Social Media Management

TECHNICAL SKILLS

Photo Editing
Video Editing
MS Access Database
HTML & CSS
WordPress
SQL Queries
SAP, SSIS
JAVA J2SE
Visual Basic.NET
C#, C++, FORTRAN 95

VIRTUAL EXPERIENCE

February 2017   Onlinejobs.ph   **Help needed using webpages to create "bulk lists" Excel files**
Scan through retail websites and copying and pasting URLs into an Excel document. Not extremely difficult work, but takes time.

June 2015   Upwork   **Convert video into documentation procedures manual**
Created a step-by-step manual depending on the procedures shown in the video

May 2015   Upwork   **Convert Manual to Presentation**
Transfer specific data from PDF to PowerPoint Presentation

PROFESSIONAL EXPERIENCE

SEVEN-SEVEN GLOBAL SERVICES INC.

Jul 2016 - **IT Consultant - VBA Developer**
Nov 2016 *I created a reporting tool in MS Excel where it generates an output report depending on the requirements of the banking company I was assigned.*

ACCENTURE PHILIPPINES INC.

Apr 2016 - **System Developer Associate**
Jul 2016 Automation Team - Virgin Media Analyze, design and implement tools that *is needed by the Reporting Team and the business productivity.*

Mar 2015 - **System Developer Analyst**
Apr 2016 Reporting Team - Microsoft Enhanced and develop MS Excel Reports with VBA *Programming. Experienced Power Pivot with SQL Queries and SAP Logon.*

Apr 2013 - **Reporting Analyst & Developer**
Feb 2015 Support - TDC Analyze, develop and implement tools using MS Access and *MS Excel to help productivity and reporting accurate and efficient.*

MICROSOURCING PHILIPPINES INC.

Nov 2011 - **Data Processor**
Apr 2013 Commercial Monitors Process Australian newspaper's advertisements and TV *News. Crop the ads and process them on the client's database. Watch the TV news and transcribe the topics of the news and encode them on the client's database.*

AMA INTERNATIONAL INSTITUTE OF TECHNOLOGY

Nov 2011 - **Part-Time Assistant Instructor**
Mar 2012 *Course outline includes Web Development and System Programming (Basic)*

Jun 2010 - **Full-time Assistant Instructor**
Oct 2011 *Course outline includes Introduction to Programming, Web Development, Algebra and Business Finance. Also assigned as Registrar & Admin Assistant to help the office in all the tasks needed.*

Apr 2007 - **Data Encoder**
May 2007 *Check and encode student's application data to MS Excel and print letters using Mail Merge.*

Apr 2006 - **Student Assistant (Registrar)**
May 2006 *Assist the Registrar on all the data entry tasks needed. Consolidating and filing files included.*

GMA NETWORK INC.

Feb 2009 -	On-the-Job Training (AMACU)
Apr 2009	

BP RESOURCES ASIA (TRUST OPERATIONS)

Apr 2008 -	Executive Admin Assistant
Jun 2008	

F&J DE JESUS INC.

Dec 2006 -	On-the-Job Training (AMAIIT)
Feb 2007	

VIRTUAL EDUCATION

VA Bootcamp Graduate
Work from Home Roadmap
January 2017

HTML & CSS Course
CodeAcademy Pro
January 2017

EDUCATIONAL BACKGROUND

AMA Computer University
Bachelor of Science in Computer Science
Graduate since May 2010

AMA International Institute of Technology
Diploma in Business Information System
Graduate since May 2007