

Anjelica L. Matias

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CORE COMPETENCIES

- ◆ Communications
- ◆ Leadership
- ◆ Trustworthy & Ethics
- ◆ Decision Making

PROFESSIONAL EXPERIENCE

TREANTLY - MANILA, PHILIPPINES

Data Entry Specialist, August 2025 - August 2026

- ◆ Run card products through a market data tracking and portfolio management system as part of daily tasks.
- ◆ Enter data into catalogue sheets where columns such as card name, player name, variation, grade, and sports are distinguished properly.
- ◆ Perform quality checks on catalogued entries – identifying and correcting duplicates, misspellings, and misclassified variations to maintain database accuracy and integrity.
- ◆ Sustain high-volume daily processing output while consistently meeting turnaround times and deadlines across US time zones.
- ◆ Follow client SOPs and formatting standards, and help keep process documentation for cataloguing workflows up to date.
- ◆ Coordinate with the client through email and chat – providing progress updates, flagging data discrepancies, and supporting day-to-day administrative and operations tasks.
- ◆ Handle confidential client and inventory data with strict accuracy, discretion, and attention to detail.

WING ASSISTANT - MANILA, PHILIPPINES

General Virtual Assistant, March 2024 - August 2025

- ◆ Responsible for data management and data hygiene in CRM, making sure that court filings and history are all linked for easy access during client consultation and hearings.
- ◆ Bookkeeping tasks - ensuring accurate categorization of transactions and linking receipts.
- ◆ Associate transcripts, recordings, and documents from various sources (like Fireflies and Otter) with the correct cases and client accounts in the CRM system.
- ◆ Generate profit and loss reports for business organizations, keep track of debt and mortgage progress.
- ◆ Create invoices and estimates for services provided to clients.
- ◆ Prepare fee agreements between the client and the lawyer handling the case or matter of the account.
- ◆ Generate report and inculcate it to billing various clients from government up to clients such as meetings attended by lawyer, text, emails and calls subject to consultation and communication between lawyer and clients, document preparation, review and research.
- ◆ Receive calls and text from clients, ensure to answer queries and perform requests related to matter.
- ◆ Handle bills paid by the lawyer's office and personal expenses such as filing and processing fees, utility fees etc.
- ◆ Ad hoc tasks

EDUCATION

BICOL UNIVERSITY POLANGUI

Bachelor of Science in Electronics Engineering- July 2023

- ◆ CUM LAUDE

LEGAZPI CITY SCIENCE HIGH SCHOOL

Senior High School Graduate- April 2019

- ◆ Graduated with Honors

ALBAY CENTRAL SCHOOL

Grade School Graduate- March 2013

- ◆ Consistent Honor Student

CHARACTER REFERENCE

Jessica R. Jardin, LPT
Marketing Specialist
Treantly
Contact: 09704696621
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I hereby certify that the following information given above is true and correct to the extent of my knowledge and ability.



Anjelica L. Matias