

# Venz Norman V. Lipardo

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## Summary

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Organized and time-conscious. Works well under pressure and around other people. Willing to learn the ropes and culture of any place.

## Experience

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**General Staff** | *Vangie's Delights* | Mahaplag, Leyte Dec 2021 - February 2022

- Handled food preparation and supply acquisition before opening hours
- Performed deliveries for various orders
- Executed quality customer service

**Trainee Data Analyst** | *Channel Precision Inc.* | Baybay City, Leyte Oct 2024 - Present

- Validate data from inventory sources of multiple brands
- Create ILF and Flat Files for upload to the Amazon store
- Monitor and fix listings with issues

## Education

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**Visayas State University** | Baybay, Leyte | *AB English Language Studies* Aug 2024

## Skills

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Microsoft Word, Excel, PowerPoint | Google suites | Computer Savvy | English Speaking & Writing