

Fion Faustine

Data Entry Intern

In search of a position as a data entry specialist that will allow me to maximize my accurate keyboard skills in a demanding work environment.



fionfaustine@gmail.com

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Ernakulam, India

EDUCATION

Bachelor of Science

Bharata Mata College, Thrikkakara

06/2019 - Present

GPA- 8.0

Courses

- Zoology

Secondary Education

Bhavan's Munshi Vidyashram,
Thiruvankulam

06/2014 - 03/2019

CGPA-8.8

Primary Education

Bhavan's Munshi Vidyashram,
Thiruvankulam

06/2006 - 03/2014

CGPA-10

WORK EXPERIENCE

Freelancer

in Video Editing, Art and Custom Sketches

08/2019 - 03/2020

Achievements/Tasks

- Worked with Fiverr
- Help make custom cover designs
- Delivered custom sketches upon request

Freelancer

in Transcribing

07/2020 - 09/2020

Achievements/Tasks

- Worked with Reciptix
- Helped transcribe speeches into text format
- Aided in subtitling for a handful of plays and short films

SKILLS

Fast Typing Skills

Attention to Detail

Accuracy

Organizational Skills

Time-Management

Exemplary Software Knowledge

Transcribing

Grammar and Punctuation

Expert Knowledge in Excel and MS Office

ORGANIZATIONS

Students' Organization- Bharata Mata College,
Thrikkakara (07/2019 - Present)

CERTIFICATES

Business Analytics with Excel (10/2021 - 11/2021)

Python Masterclass (07/2021 - 07/2021)

Animal Behaviour and Welfare (05/2020 - 05/2020)

From University of Edinburgh, Scotland

Nature-based Solutions for Disaster and Climate
Resilience (04/2021 - 06/2021)

LANGUAGES

English

Native or Bilingual Proficiency

Hindi

Professional Working Proficiency

Spanish

Professional Working Proficiency

Malayalam

Native or Bilingual Proficiency

Tamil

Limited Working Proficiency

INTERESTS

Drawing

Basic Coding

Writing

Photography

Reading

Designing

Volunteering