

CLYDE LAURENCE G. OLIVER

Imus City, Cavite

Professonal Profile

Creative and detail-oriented professional with experience in video editing, post-production, and research. Skilled in organizing data, producing high-quality content, and delivering accurate, engaging results

Education

- **ISHRM International School for Hotel & Management**
  Tirona Hi-Way, Habay, Bacoor, Cavite
  BSBA Human Resource Development Management
  2019 - 2020

- **TESDA Accredited Assessment Centers & Training Schools**
  Pasong Buaya, Imus City, Cavite
  2018

- **University of Perpetual Help System DALTA**
  Pamplona 3, Las Piñas, Metro Manila
  BS Criminology
  2015

- **Del Pilar Academy**
  Gen. Topacio St., Imus City, Cavite
  2010 - 2014

Work Experience

Oct 2024 – Sept 2025
Perza Realty
Real Estate Sales Assistant
- Posted and updated property listings across online platforms (Facebook Marketplace, Lamudi, Property24, etc.).

Mar 2022 – Aug 2024
INTELLIGENT.COM
Web Researcher/Contact Finding Agent
- Finding and gathering information and details from various sources while encoding data and maintaining accurate, up-to-date, and organized records.

Oct 2018 - Dec 2018
JS Unitrade Merchandise Inc. (EQ)
Supermarket at Patindig, Imus City, Cavite
Lumina Savemore, Imus City, Cavite
Roving Merchandiser

June 2017 - Dec 2017
Acabar Marketing Inc. (Johnson and Johnson)
SM Supermarket, Bacoor City, Cavite
Merchandiser

Skills and Abilities

- Fast and accurate typing (40–60+ WPM)
- Proficiency in Microsoft Excel and Google Sheets
- Confidentiality and data privacy awareness
- Strong attention to detail
- Good organizational skills
- Time management and ability to meet deadlines
- Ability to handle repetitive tasks with focus
- Basic computer and file management skills
- Strong written and verbal communication
- Problem-solving and data verification
- Ability to follow instructions accurately
- Multitasking and prioritization
- Self-motivation and ability to work independently