Contact

www.linkedin.com/in/marcelino-junio-jr-6598ab1a0 (LinkedIn)

Top Skills

Data Entry Lead Generation Administrative Support Google Docs Calendar & Lead Generation

Microsoft Office

Administrative Assistance

Marcelino Junio Jr.

Data Entry & Virtual Assistant I 6 Years Helping Businesses Run Smooth

Tacloban, Eastern Visayas, Philippines

Summary

If your data is messy, your CRM is full of duplicates, or your inbox is running your day — that's exactly where I come in. I'm a detail-driven Data Entry Specialist and Virtual Assistant with 6 years of experience helping businesses get organized, work faster, and focus on what actually moves the needle. Most recently, I led a full CRM data cleanup project — auditing records, removing duplicates, and standardizing field formats across the database. The result: faster reporting, cleaner data, and a sales team that could finally trust what they were looking at. Here's what I bring to every project: Data Entry & Management — Clean, accurate, structured data using Excel, Google Sheets, and SQL. I handle large datasets with full attention to detail and data integrity. CRM Cleanup & Maintenance — Deduplication, field standardization, and data quality checks so your CRM actually works for you, not against you. Virtual Assistant Support — Email management, calendar scheduling, and day-to-day admin handled efficiently. I work comfortably in Asana and Trello and keep every project on track. Lead Research — Contact sourcing and list building so your outreach starts with quality, not guesswork. I follow instructions carefully, communicate proactively, and treat your business like it matters — because it does. My goal isn't just to complete tasks. It's to remove friction from your workflow so you can focus on growth. Let's talk about how I can support your team.

Experience

Upwork
Social Media Manager
September 2020 - Present (6 years 2 months)
Australia,

HVAC & Refrigeration Engineering Ltd, Voro Company

Data Entry Specialist,Facebook Research, Encoding, Social Media Chat/Leads Generation
April 2018 - Present (8 years 7 months)

Self-employed
Data Entry Specialist
April 2017 - September 2018 (1 year 6 months)
United States

Education

Ozamis City National High School
High School Diploma, N/A · (2000 - 2001)