

Maria Josea

DIGITAL DATA SPECIALIST & ADMINISTRATIVE ASSISTANT

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PROFESSIONAL SUMMARY

Versatile and detail-oriented professional specializing in computer systems, digital data management, and remote micro-task operations. Experienced in structured data entry, content curation, and operational verification workflows across global freelancing platforms. Committed to high accuracy, rapid execution, and reliable client satisfaction.

CORE COMPETENCIES

Data Management & Entry

Structured data processing, digital transcription, accuracy verification, and database record keeping.

Digital Platforms & Freelancing

Micro-task completion, workflow handling, Fiverr service delivery, and digital content moderation.

Computer Science & IT Systems

Information management systems, software application testing, and basic administrative IT support.

Content & Script Writing

Creative writing, script drafting, textual content editing, and internet research capabilities.

PROFESSIONAL EXPERIENCE

Freelance Digital Specialist — Online Remote Platforms (Fiverr, Freebyz)

2023 – Present

- Execute micro-tasks, transcription, and structured data entry for international client requirements.
- Perform rigorous quality checks on digital data records to ensure full compliance with guidelines.
- Manage task timelines efficiently while maintaining high delivery quality and strong client ratings.

Administrative & Data Assistant — Operational Projects

2022 – 2023

- Assisted in system record keeping, document formatting, and digital data archives organization.
- Conducted operational analysis and site visits (including REGIDESO systems) to study public service workflow infrastructures.

EDUCATION & TRAINING

Bachelor in Computer Science (Informatique de Gestion)

In Progress

Université Officielle de Bukavu (USB)