Jason Yap

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WORK EXPERIENCE

Koldstore Anabu
2019 - 2020

Data Entry Encoder (SAP)

- Accurately entered, updated, and maintained records in SAP system.
- Verified and cross-checked data for accuracy to prevent errors.
- Generated reports and extracted information from SAP for management use.
- Managed confidential information with discretion and compliance.
- Assisted in streamlining data entry processes to improve efficiency.

Cloudworkers
2021 – 2023

Chat Moderator

- Engaged in conversations with users to create an interactive and enjoyable experience.
- Responded promptly to messages while maintaining a natural and engaging tone.
- Followed company guidelines to ensure quality, authenticity, and consistency in chats.
- Handled multiple conversations simultaneously with accuracy and efficiency.
- Adapted communication style to different user personalities and preferences.

DL Ecom
2023 - Present

Graphics Design/Funnel Building

- Designed and produced graphics for digital campaigns, ads, and social media.
- Built and optimized sales funnels to increase customer conversion and retention.
- Collaborated with marketing teams to align visuals with brand strategy.
- Used tools like Canva, Photoshop, and funnel platforms (e.g., Funnelish, Shopify, Wetracked) to deliver high-quality projects.
- Conducted A/B testing and performance tracking to improve funnel effectiveness.

EDUCATION

Philippine Christian University
2015 - 2018

Bachelor of Science in Information Technology

SKILLS

- E-commerce platforms (Shopify, GHL)
- E-commerce ads (Funnelish, Wetracked)
- Multitasking
- Problem-solving
- Time management
- Communication (written & verbal)
- Adaptability & flexibility
- Data entry & database management