

Seth Ernest Cal Ramones

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PROFESSIONAL SUMMARY

Seeking opportunities to enhance my expertise and support organizational goals with reliable, detail-oriented work. Strong commitment to integrity and confidentiality in all responsibilities.

WORK EXPERIENCE

Senior Data Content Specialist

Wonders Corporation - Dumaguete City, Negros Oriental

October 2021 – August 2026

- Managed menu content setup for client POS systems, ensuring accurate and standardized configurations for call-taking agents.
- Collaborated with internal teams to translate client menus into company formats, applying detailed data entry and quality checks to maintain consistency across platforms.
- Supported operational efficiency by troubleshooting discrepancies and updating menu content.

Online ESL Teacher

BRIDGE CULTURE INC - Inspire Relia Inc. - Dumaguete City, Negros Oriental

February 2020 – December 2020

- Worked as an outsourced English tutor supporting Bridgeculture Inc.'s online learning platform.
- Conducted lessons for beginner-level students, primarily Japanese children, focusing on grammar, communication, and confidence building.
- Maintained consistent attendance, adapted to flexible schedules, and delivered lessons with professionalism and integrity.
- Collaborated with the company's training team to improve teaching methods and ensure quality service for students.

EDUCATION

Bachelor's of Science in Hospitality Management

Negros Oriental State University Main Campus I - Dumaguete City, Negros Oriental
June 2015 – March 2019

SKILLS

- Microsoft Excel / Office
- Confidentiality and data security awareness
- Data entry accuracy
- Quality Checking
- Content Standardization
- Adaptability to new systems
- Attention to detail

LANGUAGES

English - Expert