



# Marjorie Anne Villanueva

I had been a Pharmacy Assistant for 12 years, a Customer Service Associates II for 3 months, a Data Annotator Specialist for 1 year. Also worked as a Virtual Assistant for 1 year. With my years and experiences from my previous jobs, I learned the value of integrity, leadership, communication, adaptability, teamwork, and time management. I specialized in data entry/inputs, research, social media management, customer service, and information technology.

## Experience

June 2024 - December 2024

e2f Inc. | Freelance

### Data Annotator

Data Labeler responsibilities include annotating diverse datasets (images, text, audio/video) according to established guidelines while maintaining strict quality standards. The role involves collaborating with technical teams to optimize annotation processes, preparing data for machine learning applications, and meeting project deadlines consistently.

January 2023 - December 2023

Uplevel Solutions Inc. | Remote

### Virtual Assistant

Administrative Assistant handles comprehensive office support including communication management, scheduling, data organization, and document preparation. Serves as the primary point of contact for internal and external inquiries while maintaining detailed records and creating business materials as needed.

November 2022 - January 2023

FIS Global Solutions | Makati City, Philippines

### Customer Service Associate II

Assisting the customers with their issues and concerns regarding debit and credit cards. Interact promptly with the customers with empathy and sympathy, and comply with the proper phone etiquette on customer service.

December 2021 - November 2022

Japan Global IT Solutions

### Data Annotator Specialist (December 2021 to November 2022)

Data Annotator specializes in precisely labeling and classifying diverse content (text, images, video) to support machine learning pipelines. Responsibilities include systematic annotation of datasets, quality assurance documentation, and providing strategic input to enhance annotation processes and tools. The role requires meticulous attention to detail and strong analytical skills to ensure data accuracy.

February 2009 - March 2013

Watsons Personal Care Store | Philippines

### Pharmacy Assistant

Assists pharmacists in preparing and dispensing medications under supervision. Core responsibilities include processing prescriptions, managing inventory rotation, preparing medication labels, and ensuring proper packaging of pharmaceuticals.

October 2001 - January 2009

Mercury Drug Corporation | Philippines

### Pharmacy Assistant (SupLe1)

The Pharmacy Assistant supports dispensing by processing prescriptions, preparing medications, and maintaining accurate records. Responsibilities include counting and measuring medications, entering prescription data, coordinating with healthcare providers on prescription details, and dispensing prescription and OTC products according to established protocols and safety standards.

## Reference

**Deborah A. Dabalos**

Branch Supervisor (*Registered Pharmacist*),  
Mercury Drug Corporation

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**Steffanie M. Bato**

Head, Office of Student Affairs and Service  
Cavite State University, Bacoor Campus

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## Contact

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Las Piñas City

## Education

1997 - 2001

**Bachelor of Science in  
Computer Science**

University of Perpetual Help System  
Dalta

## Professional Skills

- Excellent English skills
- High level of maturity and responsibility
- Sound time management skills
- Highly resourceful, objective and reliable
- Ability to work in a team driven environment
- Skillful in Social Media Management and Project Management

## Awards

**2003-2008: Top Pharmacy Assistant**

**Awardee at Mercury Drug Corporation**

*\* Five years excellence awardee*

**2010-2011: Top Pharmacy Assistant**

**Awardee at Watsons Personal Care**

**Stores Phils Inc.**