

# CIA DENNISE TOMINES

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## PROFILE

Detail-oriented and efficient Data Entry with almost 6 years of experience in managing and inputting large volumes of data with accuracy and speed. Proven ability to work with multiple data management systems and software, ensuring error-free records and meeting tight deadlines. Highly organized, reliable, and skilled in maintaining confidentiality and optimizing data workflows.

## PERSONAL INFORMATION

**NATIONALITY:** FILIPINO  
**VISA STATUS:** FAMILY RESIDENT VISA (TRANSFERABLE)  
**LANGUAGE:** ENGLISH

## EDUCATION

**NATIONAL UNIVERSITY-MANILA PHILIPPINES**  
JUNE 2015-OCTOBER 2019  
**BACHELOR OF SCIENCE IN COMPUTER SCIENCE WITH SPECIALIZATION IN DIGITAL FORENSIC**

## EXPERIENCE

**DATA ENTRY-PROCESS ASSOCIATE**  
**COFORGE BPS** AUGUST 2023-MARCH 2025

- Processed mortgage insurance and ensured compliance with agency and investor guidelines for both Escrow and Non-Escrow Transactions
- Verified and maintained accurate data for borrower insurance coverage, premiums, and lender information in servicing systems.
- Handled the cancellation and reinstatement of mortgage insurance based on borrower request or eligibility.

**DATA ENTRY-ASSOCIATE IMAGE PROCESSOR**  
**YNGEN DATACOM CORP.** JUNE 2020-JULY 2023

- Labelled and Tagged large-scale multimodal datasets (images, video, LiDAR, 3D point clouds) to identify vehicles, pedestrians, lane markings traffic signs, free-space, and other roadway features.
- Maintained a dataset labelling accuracy rate above 95%, directly improving downstream perception model performance.

## SKILLS

- Skilled at diagnosing complex technical issues and applying root-cause analysis to implement lasting fixes.
- Competent to lead a Team and can work well in a Team.
- Flexible mindset for workplace flexibility.
- Computer Literate with extensive Software Proficiency covering wide variety of application and tools such as **MS OFFICE, NETBEANS AND ECLIPSE (JAVA), DATABASE MANAGEMENT (phpAdmin, MySQL), Photoshop**