



WORK KIT

Rodel Rabadon. Admin and data support, checked twice.

Cagayan de Oro, Philippines · remote · English and Tagalog

I turn messy spreadsheets, stock records and weekly numbers into clean files you can rely on. I have worked in operations, quality checks and inventory, and I run my own seafood supply business.

CASE STUDY · SAMPLE PROJECT

A messy orders export, cleaned and logged.

A made-up customer orders file, built to show how I work. No client data.

THE PROBLEM

552 rows with mixed date formats, five spellings of one status, prices stored as text, blank rows and repeated orders. Totals could not be trusted.

WHAT I DID

Kept the raw file untouched. Removed blank and duplicate rows, standardized dates, names, labels and numbers, flagged bad emails, and logged every change.

WHAT YOU GET

One clean sheet of 520 orders with a working Line Total formula, plus a change log that lets you check any fix.

552

rows in raw export

520

unique orders

2,965

fixes, each logged

46

blank and duplicate rows removed

BEFORE

Order	Date	Customer	Unit price	Status
ORD-1201	12/27/2025	jose santos	PHP 38.00	DELIVERED
ORD-1498	21-May-2025	REY AQUINO	₱2,350	Deliverd
ORD-1247	12-Dec-2025	LEO SALAZAR	₱2,350	Done

AFTER

Order	Date	Customer	Unit price	Status
ORD-1201	2025-12-27	Jose Santos	38.00	Delivered
ORD-1498	2025-05-21	Rey Aquino	2,350.00	Delivered
ORD-1247	2025-12-12	Leo Salazar	2,350.00	Delivered

Sample rows, shown at small size. The full 520-row workbook and a short video of the process are available on request.

SERVICES

What you can hand to me.

Four kinds of work, each with a clear input and a clear result.

Spreadsheet cleanup and data entry

YOU SEND

A messy Excel, Google Sheets or CSV file, or documents to type in.

YOU GET

A clean sheet, your original left untouched, and a log of every change.

Reports and summaries

YOU SEND

Your raw numbers and what you need to see each week or month.

YOU GET

A one-page summary with totals checked two ways.

Inventory and record tracking

YOU SEND

Your item list and how stock moves in and out.

YOU GET

A tracker with stock in, stock out and low-stock flags, in Excel or Sheets.

Quality checks

YOU SEND

Work that needs a second pair of eyes: data, lists or documents.

YOU GET

A list of errors found and what each one should be.

Rates: tell me the task and the number of rows or items, and I reply with a fixed quote before I start. [RATES TO BE ADDED]

REFERENCE

“He has showcased exceptional technical and leadership skills during his service.”

Jim Ryan E. Catian, MBA, SPHRi · HR Manager, Smart Ecosystem Philippines, Inc. Full letter available on request.

Send me your first task.

Describe the file or the job in two lines. I reply with questions or a quote.

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