

# Arvin Christian Estella

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## SUMMARY OF QUALIFICATION

- Experienced in both office and organizational work
- Very tech literate and can handle systems related to the job
- Created systems focused on filing, organization, and records
- Can easily build positive relationships by interacting with others
- Responsible, punctual, reliable, and obeys policies and protocols put in place
- Can work with a team and independently and very flexible to any circumstance
- Self-sufficient and self-managed when it comes to work, multi-tasking, and organization.

## COMMUNICATION SKILLS

- Extroverted and can quickly accommodate people according to their needs.
- Managed to deal with clients to craft partnerships and sponsorships through negotiations.
- Adaptable communicator, tailoring interactions to individuals while maintaining clarity and respect.
- Effortlessly fosters effective communication and rapport with a wide range of individuals in various settings.

## MANAGEMENT SKILLS

- Meticulously organized; proficiently tracks, manages, and submits tasks.
- Self-reliant, punctual, and consistently delivers outputs without supervision.
- Self-sufficient; functions and does the job without needing to wait for others.
- Personal task prioritization system is based on gravity of the task and the deadline.
- Highly adaptable, adept at handling unforeseen challenges and tasks in any situation.

## TECHNICAL SKILLS

- Handled confidential student documents
- Experienced conducting an inventory check at former family business.
- Checked, Organized, Tracked, and Filed paperwork related to student organization school permits and preparations.
- Proficient in using Microsoft Office and Google Workspace Apps, especially Microsoft Excel and Google Sheets.

## EDUCATION

Diploma in Software Engineering Technician  
Centennial College  
Key Courses: Software Engineering Fundamentals

September 2023 to Present  
Toronto, Ontario

High School Graduate Certificate  
University of San Jose-Recoletos

June 2015 to March 2018  
Cebu, Philippines

Key Courses: Oral Communications, 21-st Century Literature, English for Academic and Professional Purposes, Statistics and Probability, Introduction to the Philosophy of the Human Person, Trends, Networks, and Critical Thinking in the 21<sup>st</sup> Century Culture, Discipline and Ideas in the Social Sciences

## WORK EXPERIENCE

AI Data Annotator  
Amazon Web Services

March 2022 to September 2023  
Cebu, Philippines

Key Responsibilities:

- Generate Captions from different images
- Check the quality of the submissions from colleagues
- Generate accurate information for AI machine learning

Content Moderator  
Twitter

January 2021 to February 2022  
Cebu, Philippines

Key Responsibilities:

- Screen tweets and check if they adhere to the T&Cs
- Escalate suspicious accounts used for spamming
- Determine bot-controlled accounts
- Optimize data for machine learning

Assistant Manager  
3<sup>rd</sup> Street Food and Beverages

January 2018 to March 2020  
Cebu, Philippines

Key Responsibilities:

- Manage Inventory of Stocks
- Replenish Stocks by ordering from the supplier
- Handle Payments
- Manage Workers
- Assist Customer's Requests

Customer Service Representative  
Studio Retail Limited

June 2019 to December 2019  
Cebu, Philippines

Key Responsibilities:

- Accept orders from customers through phone
- Take card payments
- Handle customer's accounts
- Escalate or Solve problems with the customer's orders

## EXTRACURRICULAR EXPERIENCE

Staff Writer – The Josenian Premier  
University of San Jose-Recoletos Senior High School Department

June 2017 to March 2018  
Cebu, Philippines

Key Responsibilities:

- Write Articles for the school paper
- Research for potential articles
- Interview key people for the publication

Debate Team Member  
University of San Jose-Recoletos Senior High School Department

June 2016 to March 2018  
Cebu, Philippines

Key Responsibilities:

- Research current issues and trends
- Guide neophytes with the basics
- Join interschool competitions

Reference Available Upon Request