



Kristine Jean B. Flores

WORK EXPERIENCE

- **English Online Teacher**

ADEC Knowledge Management | Oct 03, 2022 - June 01, 2023

Taught English to Japanese kids

- **Legal Document Preparer**

TheBestNotary.net | September 2021 - July 2022

Prepared legal documents for remote and in-person notarization. Conducted first and second document checks, reviewed mentions and calendars, and participated in team meetings and training.

- **Near-Native English Teacher**

Novakid Global | April 2020 - June 2021

Taught English online to young global learners. Achieved C1 CEFR level and earned TESOL and TEYL certifications.

- **Part-time Online English Teacher**

51Talk Philippines | Feb 2019 - March 2020

Taught English online to young and adult Chinese learners. Promoted to Senior B Teacher and earned TESOL and TEYL certifications.

- **Part-time Online English Teacher**

Acadsoc Ltd. | Oct 2018 - Jan 2019

Taught English online to young and adult Chinese learners.

- **Title Examiner**

American Data Exchange Company

(First American Title Insurance Account) | Jan 2015 - Jan 2019

Automated reports on mortgage, refinance, and foreclosure for U.S. real estate title policies. I researched property documents, including taxes, maps, deeds, liens, judgments, and bankruptcy records. Consistently met and often exceeded report production targets.

- **Administrative Assistant**

Kalipayan Resort, Inc. | Aug 2011- Jan 2014

Provided administrative support to maintain efficient and accurate operations. Handled document creation and editing, including event contracts, proposals, reports, and brochures. Managed databases, emails, websites, and social media pages. Conducted research and assisted in preparing policies and procedures. Prepared operational materials and oriented new trainees. Communicated with clients to market products and services and responded to inquiries.

EDUCATION

- Bachelor of Science in Information Technology, 2011

National College of Science and Technology

Dasmariñas, Cavite, 4114, CALABARZON, Philippines

Contact



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Relevant Skills

- Computer Literate
- Data Entry, Research and Analysis
- Administration, Training and Teaching
- Organizational Skills
- Communication Skills
- Technical Skills
- Attention to Detail
- Problem-Solving Skills
- Collaboration and Interpersonal Skills
- Confidentiality and Integrity
- Multitasking, SEO

Tools

- Microsoft Office
- Google Workspace
- Facebook Apps
- Windows OS
- Basic Networking and Troubleshooting
- Canva
- ClickUp
- ChatGPT

References

LinkedIn:

<https://www.linkedin.com/in/kjb1990/>