



Kelly Gin

Administrative - Graphics - Management - Transcription

WORK EXPERIENCE

| Administrative Officer

FRADEZ, R. Legal Office

August 2017 - January 2018

Managed documents and paperwork for contracts.

Responsible for organizing files and handling schedules.

| Transaction Clerk Assistant

AMCruz Trucking Co.

March to June 2017

Handled database management for large-volume transactions.

Utilized spreadsheets to operate and analyze business data.

| Social Media Content Creator/Editor

MEEK Center | BALBAL Co.

Lead design, graphic edit, and content creations.

| Transcription Specialist

REV

March 2020 to February 2021

Quality work on transcribing time-stamped audio-to-text files.

| Data Annotation Reviewer

March 2020 to February 2021

Remotask ScaleAPI

Image and video data labeling for machine learning and AI tech.

EDUCATIONAL BACKGROUND

University of Baguio

Philippines

Bachelor's Degree in Psychology

2023

Head of Creatives, UB Psyche Organization



kellygin.github.io

PROFESSIONAL SUMMARY

At a very young age, I have been exposed to the world of online freelancing where I managed to develop my flexible skillset while also progressing my academic journey. My actions are aligned towards my professional portfolio and expanding my connections. I look forward to grow with you.

CERTIFICATIONS

| Google Search Campaign Certification

Google LLC.

Google Ads Certified

June 2022 - 2023

Completion ID: 53039470

| Computer Systems and Software Service

PH Department of Labor and Employment

National Certificate of Competency Level II

November 2017 - 2023

Certificate ID: 17034900015995

SKILLS & PROFICIENCIES

- Effective communication & collaboration
- Strong computer knowledge
- Experienced Administrative skills
- Social Media Marketing & Campaigns
- Database & E-mail Management
- Productivity Tools (Spreadsheets, G-suite)
- Up-to-Trend Content Design (Photopshop, Canva)
- Webpage Development (HTML & CSS)

VOLUNTEER WORK

Volunteer Social Media Coordinator

University of Baguio Psyche Organization

2020 to Present