

KIMNYLL D. ORNOPIA



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Zone 4, Buaya Lapu-Lapu City



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PROFILE

Motivated and graduating in 3-year Diploma in Computer Engineering Technology with a focus on programming, technology of design, implementation, and maintenance of software and hardware components of modern computing systems and computer controlled equipment. Equipped with practical experience gained through during my internship. Proficient in Social media platforms and Ms applications. Known for strong ability to thrive in collaborative team environments. Seeking an opportunity to contribute to the company and further develop my skills in content moderation.

SKILLS

- Computer Literacy
- Typing and Keyboarding
- Proficient in MS Applications
- Strong Communication
- Troubleshooting
- Problem-Solving
- Continuous Learning and Adaptability
- Internet Browsers
- Email and Communication tools

EXPERIENCE

PURCHASING AND ADMIN STAFF (INTERSHIP)

AUTOLIV CEBU SAFETY MANUFACTURING, INC.

2023 - 2024

- Working as a Student trainee, from February 10, 2023 to May 31, 2024 or total of 1 year and 3 months (15 months)
- Handling procurement activities such as receiving calls from different suppliers, monitoring data, encoding data, arrange common files and folders, emailing locally and globally.
- Proposing and reporting on our digitalization project (new application).
- Responsible for accurately inputting and organizing Purchasing data.
- Responsible for creating a entry pass or gate pass for Autoliv suppliers.
- Ensure confidentiality and data security compliance in handling purchasing information.

PART TIME DELIVERY PARTNER/RIDER

MAXIM RIDES & FOODS DELIVERY

2021 - Present

- Responsible of Delivering of freight and foods/goods to our valuable customers.
- Encountered different issues such as fake bookings, irate customers, weather conditions, and health.
- Give a good service to our valuable customers such as following there instructions given, handling the items and foods properly, ensuring safety, and meet the expected delivery time.
- Good in communication skills and customer service skills.

EDUCATION

DIPLOMA IN COMPUTER ENGINEERING TECHNOLOGY

CITE TECHNICAL INSTITUTE, INC.

San Jose, Cebu City, Philippines, 6000

2021 - 2024

CERTIFICATES

- National Certificate II in Computer System and Servicing.
- National Certificate II in Electronic Product Assembly and Servicing.
- Certificate of Completion of Student trainee at Autoliv Cebu Safety Manufacturing, Inc.