

# KRISTINE M. DIÑOSO

I am a Social Media Manager, Virtual Assistant, E commerce and Graphic Designer.

## ABOUT ME

I am a Work from home Mom with over three years of work experience. I am from the Philippines. I have skills in social media management, photo/video editing, administrative tasks with a touch of spy-like precision. I excel in providing personal assistance, handling data entry, managing schedules and ready to elevate your online presence and lighten your workload effortlessly.

## EXPERIENCE

### Banzonet (Computer Shop)

2019-2023

#### Business Owner

- As business owner, I oversee customer service and computer management, while also providing services such as resume editing, portfolio creation, invitation card design, and running print stations.

### Callcentrix

2020

#### Appointment Setter ( Medicare account)

- In my position, I outbound calls to assist the elderly, offering them Medicare insurance options, and upon their interest, I facilitate their transfer to a Licensed medical professionals

### Appen

2021-2023

#### Social Media Evaluator

- I was responsible for collecting, analyzing, and reporting on social media data using various online platforms and tools.

### Woflow

2024

#### Image Enhancement Specialist/Image mapping

- In my role, I meticulously search for the specific products requested by clients, followed by editing the images to ensure they have a clean, white background, enhancing their visual appeal and professionalism.

## REFERENCES

### Cheryl Cabbalero

Freelancer

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## EDUCATION

### Montesorri Professional College

Bachelor of Computer Science  
2008-2010

### Mabalacat National High School

2004-2008

## TRAINING

### AMR Business Process Outsourcing solutions

Advance BPO Training  
2018

## SKILLS

- Management Skills
- Creativity
- Flexibility
- Attention to detail
- Critical Thinking
- Leadership
- Computer Literacy

## LANGUAGE

- English
- Tagalog
- Kapampangan