

KIMBERLY V. MARTINEZ

CONTACT INFORMATION



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TECHNICAL SKILLS

- Data Entry and Data Verification
- Basic Troubleshoot
- Basic Photoshop
- Microsoft Office

CORE WORKSKILLS

- Ability to learn
- Teamwork & Collaboration
- Communication Skills
- Problem Solving
- Flexibility
- Trainability

OBJECTIVE

To attain more knowledge and work in a virtual environment that will enable me to progress professionally and provide me with the opportunity to acquire new skills. And an individual who is extremely motivated and hardworking, with whom I can express my ideas and be mentored for a successful career

WORK EXPERIENCE

Concentrix Baguio | Customer Service Representative

November 2022 – January 2023

- Accurately inputting data.
- Effectively managing and handling customers, especially when dealing with irate individuals.
- Providing excellent customer service, addressing concerns and resolving issues to enhance customer satisfaction.

Dupax Del Norte Municipal Hall | Local Government Internship Program

February 2023 – April 2023

- Assisted business owners in obtaining business permits.
- Inputted data accurately based on their business information.

Vizcom Corporation | Freelance Data Entry

June 2023 – July 2023

- Accurately inputting and verifying data from the lead manager through Excel files.

Vizcom Corporation | HR & Admin Officer

July 2023 – November 2023

- Demonstrated excellence in accurate data entry and through data verification procedures.
- Successfully managed social media content creation and posting responsibilities, engaging the target audience effectively.
- Showcased creativity by designing visually pleasing certificates with through attention to detail.
- Led comprehensive recruitment processes, encompassing initial applicant screening and facilitating technical assessments.
- Produced compelling promotional videos for the company to enhance its online presence and brand image.

EDUCATION AND CERTIFICATIONS

BACHELOR OF SCIENCE IN MINING ENGINEERING

Saint Louis University | August 2018 – May 2022

- Certificate of 40- Hours Basic Occupational Safety and Health (BOSH) Training and 2- hours TOT- Safety Officer 2 (SO2)
- Certificate of Participation in SLU Mines Webinar
 - UNEARTH: Mining Techniques
 - Block Caving Mining Method Mining Digitally
 - Best practices in the Mineral Industry
- #GCPINAS Completion 2022 – Google Cloud Study Jam