

KIMBERLY V. MARTINEZ

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# T E C H N I C A L S K I L L S

## Data Entry and Data Verification

* Basic Troubleshoot
* Basic Photoshop
* Microsoft Office

**C O R E W O R K S K I L L S**

* 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

