

KRISHA V. CALICA

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OBJECTIVE

Ready to utilize my skills and passion to further the mission of a company. Technologically adept, offering experience with different computer troubleshooting, and advanced computer skills. Bringing forth a positive attitude and the willingness and motivation to learn new skills and programs.

EDUCATION

Wesleyan University-Philippines

Bachelor of Information Technology
2015 – 2021

TRAINING AND CERTIFICATIONS

- Student Assembly on Information Technology September 2015
- ICT Convergence 2017 March 16, 2017
- Fluke Networks CCTT Associate Program/Course August 1, 2017
- Regional Assembly on Information Technology Education
- Y4IT 2020 November 12, Dec 5,6,12 2020

ADDITIONAL SKILLS

- Strong organizational and Flexibility
- Ability to work under pressure
- Ability to adapt at any given task
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously.

CHARACTER REFERENCE

Ivan Kristoffer Santiago
Hilaga Multi Trading Corporation
Logistic Manager
09171565226

KEY COMPETENCIES

- Network routing and switching
- Basic Troubleshooting
- Installing & Configuring
- HTML, CSS, JavaScript, PHP
- Microsoft Word, Powerpoint, and Excel
- Time Management
- Customer Service
- Effective Communication

WORK EXPERIENCE

E-Commerce Marketing Assistant Brightest Skin Essentials 2021-2023

Responsibilities:

- Update stock and inventory across all platforms..
- Updating websites banners, building landing pages and create promotions.
- Working closely with internal teams such as Creative, Brand and Product to ensure website is up to date.
- Monitoring Google and Facebook adverts.
- Process and publish products and assets to the site, manage timelines and pipelines for all marketing assets, including site and email as well as site support.
- Experience in managing budgets and handling financial documents.