



# KIARA HUERTAS

## Data and Reporting Specialist

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## SUMMARY

Works effectively with cross-functional people in ensuring quality service and operation. Proficient in managing calendars, organizing meetings and events, handling confidential documents, and communicating with internal and external stakeholders. I love all parts of the creative process and learning new skills. Keen to detail, and can learn more about different fields of work at a given time. Possess exceptional communication and interpersonal skills with a proven ability to work independently and as part of a team.

## EDUCATION

### Ateneo de Davao University

Senior High School  
Pre-Computer Studies  
2016 – 2018

### Ateneo de Davao University

Bachelor of Science in Information Technology  
Multimedia and Arts  
2018 – 2025

## SKILLS

- Interpersonal Skills
- Adaptable
- Efficient
- Active Listener
- Detail-oriented
- Organized
- Tech savvy
- Critical Thinking
- Multitasking
- Data Entry
- Creative
- Proactive
- Data analytics

### DIGITAL MARKETING

- Email
- Facebook
- TikTok

### PROGRAMMING

- HTML, CSS, Bootstrap 3, Materialize
- JavaScript, Python, Tailwind, React
- Above-average Software and Hardware troubleshooting knowledge
- Google SUITE
- MS OFFICE

### PHOTO, GRAPHICS, and VIDEO EDITING

- ADOBE
- Express
- Illustrator
- Photoshop
- Cybersecurity

## EXPERIENCE

### I.T. Sales Associate Intern

#### Bit Create I.T. Solutions | January 2022 – May 2022

- Crafted targeted campaigns to nurture leads and boost conversions through email marketing
- Managed brand presence, engagement, and growth using TikTok and Facebook
- Produced quick, professional-quality graphics for marketing materials
- Edited engaging videos for promotions, company celebrations, and social media

### Technical Support Representative

#### Teleperformance Davao | June 2022 – August 2022

- Handled customer inquiries, provided solutions, and ensured satisfaction with professionalism and efficiency
- Resolved complaints, processed orders, and upsold products/services when appropriate.
- Handled confidential documents and maintained their proper organization
- Achieved good customer satisfaction (CSAT)

### Project Manager

#### Ateneo de Davao University - Human Computer Interaction | 2023

- Successfully designed and delivered client-approved UI/UX solutions that improved user experience and achieved business objectives

### DESO Technical Support Staff

#### COMELEC | May 09, 2022

- Monitored and reported on voting machine (VCM) performance, functionality, and data transmission.
- Ensured data integrity and compliance with election protocols and generated post-election performance reports

## ORGANIZATIONS

### Computer Studies Student Executive Council (CSSEC)

Junior Sports Head | 2018 – 2019

### General Assembly of Class Presidents

Member | 2018 – 2020