



Huertas, Kiara Louise Tisha

About me

Works effectively with cross-functional people in ensuring quality service and operation. 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.

Skills

- SOFT SKILLS
 - Interpersonal Skills
 - Adaptable
 - Efficient
 - Active Listener
 - Detail-oriented
 - Organized
 - Tech savvy
- DIGITAL MARKETING
 - Email
 - Social Media
- PROGRAMMING
 - HTML, CSS, Bootstrap 3
 - JavaScript, Python
- Above-average Software and Hardware troubleshooting knowledge
- G SUITE
- MS OFFICE
- PHOTO AND VIDEO EDITING
 - ADOBE
 - Express
 - Illustrator
 - Photoshop

Education

2016-2018
Ateneo de Davao University
Pre-Computer Studies

2018-2022
Ateneo de Davao University
BS Information Technology

Experience

I.T. Sales Associate - Internship
Bit Create I.T. Solutions | 01/2022-05/2022

- Email Marketing
 - Cold outreach
- Social Media Marketing
 - Facebook Groups
 - Upwork
- Graphic Design
 - Canva
 - Crello
 - Illustrator
 - Adobe Express
- Video Editing
 - Flexclip
 - Canva

TELEPERFORMANCE DAVAO
Customer Support Representative | June -
August 2022

- Inbound Calls

Contact Me

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