



KRIS EBAL

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Blk 3 Lot 24 Navona, Lumbia. Cagayan de Oro City
Misamis Oriental, Philippines

Outreach Executive/Mechanical Engineer/Virtual Assitant

TOOLS

- Ahrefs
- Majestic
- Nutshell
- Microsoft Office 360
- Outlook
- Canva
- Storybloks
- Trello
- Gmail
- Google Sheet
- Google forms
- Google Calendar
- Teams
- Zoom
- Mailchimp
- Facebook
- Instagram
- Twitter

OTHER SKILLS

- Excellent problem solver
- Team player
- Time Management
- Leadership

WORK EXPERIENCE

OUTREACH EXECUTIVE

Blexr Ltd.

- Check and send articles with the client's backlink
- Search and check website metrics
- Check and send invoices
- Manage communication for potential clients

VIRTUAL ASSISTANT

- Upload Reviews for Client Products on Storybloks
- Updating Game Pages on Client's Backend
- Translating Pages using AI Tools

ADMINISTRATIVE ASSISTANT

The Burkhaltergroup, Maryville, Blount
County Tennessee (October 2019- April 2021)

- Researcher
- Social Media Page Moderator
- Email Management
- Calendar Management
- Password Management
- Records Management

PART-TIME ENGINEERING PROFESSOR

XAVIER UNIVERSITY-ATENEO DE CAGAYAN
(June 2019 to December 2020)

- Material Engineering
- Mechanical Engineering Lab

EDUCATION HISTORY

XAVIER UNIVERSITY-ATENEO DE CAGAYAN
BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING 2017