



KYLE LORACE A. ESPINOSA

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SUMMARY

Innovative and driven Computer Science graduate with hands-on experience in freelancing and virtual assistance. Proven ability to manage projects independently, deliver exceptional client support, and utilize technical expertise to optimize workflows. Eager to apply technical skills and a passion for solving complex problems in a challenging and growth-oriented environment. Proven ability to quickly learn and apply new technologies, and to contribute effectively to the team.

WORK EXPERIENCE

Database Research Assistant, Callbox Inc. February 2024 - June 2024

- Conducted thorough research and data collection using online databases and academic resources.
- Assisted senior researchers in compiling, organizing, and verifying data for various research projects.
- Entered and maintained data in databases, ensuring accuracy and completeness.
- Utilized data analysis tools such as Excel to analyze research findings and generate reports.
- Prepared summaries and presentations of research findings for team meetings and academic publications.
- Collaborated with colleagues to brainstorm research methodologies and improve data collection processes.

Freelance Transcriptionist, Freelance Sept 2023 - January 2024

- Successfully transcribed various audio files across different industries, including interviews, podcasts, and focus groups.
- Demonstrated proficiency in using transcription software and tools to expedite workflow.
- Managed multiple transcription projects simultaneously while ensuring accuracy and confidentiality.
- Developed strong time management skills to deliver transcripts within agreed-upon deadlines, successfully adhering to turnaround times.

EDUCATION

Bachelor of Science in Computer Science with Honors July 2021 - June 2024

Iloilo Science and Technology University

- Diploma in Computer Science
- Best Thesis Awardee, "Smart Eye: Real-Time Traffic Light Color Detection System with Audio and Text Assistive Technology for Color Blind Drivers Using Yolo Algorithm"

High School Diploma June 2018 - July 2020

Oton National High School

- Merit Awardee, *with Honors*

ADDITIONAL INFORMATION

- **Technical Skills:** Social Media Management, Software Development, Graphic Design, Video Editing, Transcription, Virtual Assistance, Digital Communication, Knowledge in Cryptocurrency
- **Key Skills:**
 - Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace
 - Experience with project management tools such as Trello and Slack
 - Basic understanding of blockchain technology and cryptocurrencies such as Bitcoin
- **Languages:** Fluent in English, Hiligaynon, Filipino
- **Certifications:** Bachelor's Degree in Computer Science