



# KRISTINA MAE MEDRANO

**BIRTHDATE:** May 31, 2001

## CONTACT

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## EDUCATION

**2019 - 2023**

**University of Batangas - Philippines**  
*Bachelor of Science in Information  
Technology*

## SKILLS

- Visual design
- Digital art
- Web Design & Development
- WordPress
- Shopify
- C#, HTML, CSS, JavaScript & PHP
- MySQL & SQL Server
- Creating UI's and UX
- Basic Game Development
- Basic Photo and Video Editing
- Microsoft Office
- Scheduling
- Customer Service and Assistance
- Communication skills
- Problem Solving

## LANGUAGES

English Tagalog

## SUMMARY

Highly motivated IT graduate equipped with a versatile skill set and a solid academic background. Possessing a strong work ethic and exceptional problem-solving abilities, I am adaptable and quick to learn, poised to make meaningful contributions to any organization or company that aligns with my skills and aspirations.

## EXPERIENCE

### UI DESIGNER

Kari C & The Atlantic Society

**2023-2024**

- Develop a visually appealing design concept that reflects the brand identity and target audience
- Create UI in Figma
- Develop design in WordPress & Shopify
- Propose additional features or enhancements to further improve the product page experience

### OFFICE COORDINATOR & OFFICE SUPPORT

Kari C & The Atlantic Society

**2023-2024**

- Introduce or enhance task management systems to ensure clear assignment of tasks, deadlines, and priorities.
- Manage CEO diary and scheduling
- Assist in various task that arise (presentations, proposals, emails)
- Communicate with CEO's client
- Create Socials for posting
- Manage client's socials medias

### EVENT COORDINATOR

Big Events Start Today Events Planning and Management

**2022-2024**

- Supervised event happenings and intervened quickly to resolve problems
- Planned, organized and executed events
- Communicate with clients and other suppliers
- Provide Assistance to the client and guests
- Guest Registration

## INTERNSHIP

### WEB DEVELOPER

JCBA Solutions and Consultancy Inc.

**March 2023 - June 2023**

- Troubleshooting problems user experience and collaborate with senior developers to update the website and create new features.
- SAP B1 Technical
- Web Development Training (HTML, CSS, PHP, Java script)
- Crystal Report Training