

KRISTINA MAE MEDRANO

EXPERIENCE

IT ASSISTANT

May 2024 – July 2022

Emerge Management

- Create presentations and advertisement for company course to post on social media
- Maintain and Encode LMS and website
- Design and create booklet
- Provide technical support for users (students, staff, clients)
- Troubleshoot software, network, and hardware issues
- Backup and manage data
- Monitor SEO (Search Engine Optimization) for website performance and rankings
- Manage email accounts and access permissions

WEB DEVELOPER & DESIGNER

2023-2024

APEX Global Forum & Kari C (Upwork)

- Create Website Design
- Develop CEO's personal and business websites
- Develop a visually appealing design concept that reflects the brand identity and target audience
- Develop design in WordPress & Shopify
- Propose additional features or enhancements to further improve the product page experience

VIRTUAL ASSISTANT/ OFFICE COORDINATOR

2023-2024

APEX Global Forum & Kari C (Upwork)

- Introduce or enhance task management systems to ensure clear assignment of tasks, deadlines, and priorities
- Manage CEO diary and scheduling
- Assist in various tasks that arise (presentations, proposals, emails)
- Communicate with CEO's clients on behalf of the company
- Create social media content for posting
- Manage client's social media accounts (posting, engagement, analysis)
- Coordinate and organize virtual meetings, events, or conferences
- Handle email correspondence and filter priority messages
- Coordinate travel arrangements and accommodations
- Assist in preparing contracts or proposals for business deals

EVENT COORDINATOR

2022-2024

Big Events Start Today Events Planning and Management

- Supervise event and intervene quickly to resolve problems
- Plan, organize, and execute events
- Communicate with clients and suppliers to coordinate event logistics
- Provide assistance to the client and guests during the event
- Manage guest registration and check-in process
- Coordinate with vendors (catering, audiovisual, etc.) to ensure seamless event execution
- Ensure adherence to the event timeline and schedule
- Assist Client before and during the event
- Monitor guest satisfaction and address any issues

INTERNSHIP

Web Developer

JCBA Solutions and Consultancy Inc.
March 2023 – June 2023

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

CAPSTONE

Brahmmy Vs Covid

An Educational Mobile Game For University of Batangas Preschool to Elementary Students



BIRTHDATE: MAY 31, 2001

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.

CONTACT



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Filipino/Philippines

EDUCATION

– *Bachelor of Science in Information Technology*

University of Batangas – Philippines
2019-2023

SKILLS

- Visual Design
- Digital Art
- Photoshop
- Web Design & Development
- Figma
- 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
- Virtual Assistant
- Customer Service and Assistance
- Communication skills
- Problem Solving

LANGUAGE

English Tagalog