

# Iris Camille Fernandez

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I want to rise to the challenge in a stimulating and challenging environment that can offer me opportunities for advancement and a highly rewarding career in which I can apply my skills and knowledge for organizational and personal growth.

## EDUCATION

### Bachelor of Science in Nursing

University of Mindanao  
2018-2019

### Bachelor of Science in Business Administration

University of Mindanao  
2013-2017

### High School

Ferndale International School  
2009-2013

## EXPERIENCE

### Sales Associate

Harris Teeter Supermarkets, Inc. | March 2016-July 2016

- Assist customers in the store and on the phone. Respond to questions, direct customers to merchandise within the store, and provide excellent customer service.
- Monitor inventory levels and restock shelves as needed.
- Operate cash registers, take payments, and issue receipts.
- Maintain superior knowledge of products and services, and educate customers about current promotions.

### Human Resources Admin Assistant

Sandbox Support Services | January 2019-February 2021

- Being actively involved in recruitment by preparing job descriptions, posting ads, and managing the hiring and onboarding
- Prepare staff handbooks, administer payroll and maintain employee records, and do ad-hoc tasks.
- Ensure all company HR policies are applied consistently.

### Executive Virtual Assistant

R. Property Solutions | March 2021-January 2023

- Research and organize data (Lead Generation)
- Provide customer service as the first point of contact
- Manage social media and website
- Email management
- Create social media posts on Canva, and do ad hoc tasks

### Virtual Assistant (Freelance)

Online Creator | October 2021-February 2022

- Proofread and transcription
- Create and edit images/infographics in Canva
- Editing blog content in WordPress

### Virtual Assistant (Freelance)

HeyDlgi | November 2021 - February 2022

- Transcription and proofreading

### Transcriber & QA Proofreader (Freelance)

Transcription Staff & Go Transcript | November 2021 - 2023

- Transcription and proofreading

### Back Office Associate (Part Time)

Umbrella Properties | March 2023 - March 2024

- Accurately enter and update information into databases or systems.
- Respond to emails and inquiries promptly. Maintain clear and concise communication with team members.
- Maintain accurate and up-to-date records of transactions or processes.
- Address and resolve issues related to data discrepancies or procedural errors.
- Handle sensitive information with discretion and maintain confidentiality.
- Assist in addressing customer inquiries or concerns related to back-end processes.