

Kimberly Salvadico Hernandez

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PERSONAL INFORMATION

Birthdate: September 10, 1998
Civil Status: Single
Nationality: Filipino
Gender: Female
Languages: Bikol, Tagalog, English

OBJECTIVE

To find a job where I can fully utilize my knowledge and skills and be able to explore my potential, and make a valuable contribution not limited to the work and tasks assigned to me.

WORK EXPERIENCE

Civil Aviation Authority of the Philippines – Air Navigation Service Naga

April 2018 – May 2018

Industry: Aviation

Position: **OJT Trainee**

- Maintains, troubleshoots, and surveys equipment used inside aviation facility
- Creates reports based on the daily status of equipment and makes letter of request for new materials if there's a need for replacement

Geoplan Philippines, Inc.

August 2019 – October 2019

Industry: Distributor & System Integrator: RTLS, Rugged Mobile Computing, Videowall & Conferencing, Integrated Security, Internet of Things

Position: **Technical/ Pre-Sales**

- Assigned in project management of biggest Audio-Visual project of the company, communicates with foreign project partners and clients, sets client meetings and creates minutes of meetings
- Checks quality of new materials
- Visits client sites for monitoring of existing Audio-Visual projects
- Looking for potential clients, creates quotations, and sends emails

Gateway Visa Solution

August 2020 – September 2020

Industry: Immigration

Position: **Document Processor**

- Creates CV of visa applicants based on Canadian standard
- Compiles the needed documents, sends emails, and in-charge with tracking of applicant's visa application
- Conducts brief assessment to interested applicants
- Posts company advertisements in my personal social media accounts to encourage qualified people to apply

Immoviewer

September 2020 – June 2022

Industry: Real Estate/Architecture

Position: **Property Drafting Specialist Trainer**

- Creates 2D floorplan and 3D model based on the given virtual tours
- Conducts applicant examination, checks their works, and decides who will proceed as trainees
- Discuss the instructions, guides the trainees on the creation of floorplan, checks their works, and points out their mistakes.
- Monitors the trainees on their work progress and creates everyday report for foreign managers' reference.

Pru Life UK

August 2021 – Present

Industry: Insurance

Position: **Assistant Unit Manager**

- Spreads financial literacy
- Discuss insurance and investment options
- Offers life insurance based on client's financial needs and goals considering his/her budget
- Creates personal brandings posted in my social media accounts
- Assists my teammates with client presentations and processing of documents needed

SKILLS

- Strong written and verbal communication skills
- Experience in managing events as planner, host, and facilitator
- Exceptional leadership skills, team-player and can work alone productively
- Trainer (Experience in training number of people)
- Good time management, organized, and methodical
- Ability to manage multiple projects simultaneously and well-performing under pressure
- Solid understanding of online tools: Microsoft Office Tools, Google Apps, Zoom, Slack and other communication tools
- Knowledgeable with programming languages
- Experience with Data Entry and Appointment Setting
- Extensive knowledge of major social media platforms including Facebook, Instagram, Twitter and TikTok
- Customer-focused and willing to go extra mile to professionally address concerns

AFFILIATIONS

- **Member**
Institute of Electronics Engineers of the Philippines, 2014 – Present
- **Member (Senior Core Group)**
Gabay Scholars' Organization (Ateneo de Naga University's Organization for Scholars), 2014 - 2019
- **Academic Vice-President**
Ateneo Engineering Student Council, 2017 – 2018
- **Undersecretary for Academic Vice-President**
Ateneo Engineering Student Council, 2015 – 2017

EDUCATION

2019 **Bachelor of Science in Electronics and Communication Engineering**
Ateneo De Naga University (AdNU)

2014 **High School Valedictorian (Special Science Class Curriculum)**
Sipocot National High School

SEMINARS

- 2019 Internet of Things
- 2018 Department of Information and Communications Technology Cybersecurity Caravan
- 2017 Institute of Computer Engineering Students Regional Convention – Host
- 2017 Skills Development Training Workshop: “The ABC’s of Leadership”
- 2017 Summer Ateneo Workshop on Ignatian Leadership for Life (A-WILL)
- 2016 Institute of Electronics Engineers of the Philippines (IECEP) – Bicol Student Chapter -Anniversary Seminar and Student Summit Host
- 2016 E-Camp (Electronics Primer)
- 2015 1st Electronics Engineering Society’s Leadership Camp
- 2015 Training Sessions for OrSem (Orientation Seminar)
-Facilitators on “Basic Facilitating Skills”
- 2014 El Liderato (1st Philippine Leadership Masters Challenge) National Leadership Program

REFERENCES

Pehvi O. Venus
Property Drafting Specialist Supervisor | Immoviewer
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Data Engineering Analyst | Accenture
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