



# KRISSIA MARIE BOLIVAR

SECRETARY  
HR ADMIN  
DIGITAL MARKETER



## CONTACT



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[Krissia Bolivar](#)



## EDUCATION



2022

### Diploma in Digital Marketing

Filipino Institute, U.A.E



2005 - 2009

### Bachelor of Science in Foreign Service

University of San Agustin



## CERTIFICATIONS

- Certificate of completion Google Analytics for Beginners
- The Fundamentals of Digital Marketing Certificate (Google Garage)



## ABOUT ME

Dedicated and organized professional currently working as a Digital Marketer, but over the last nine years I have gained extensive experience in Office Management, Human Resource Management, Secretarial and Administrative tasks.



## WORK EXPERIENCE



### Digital Marketer

2020 - Present

#### Strohal Legal Consultants

Responsible for maintaining a company's online presence on social media and other platforms in order to promote products and services.



### Secretary

2018 - 2020

#### Indigo Ventures FZ-LLC

Provides high-level clerical support to employees performing including preparing reports, conducting research, and collecting data.



### Secretary | HR Admin

2015 - 2018

#### Green & More Landscape Gardening LLC

Maintain employee records, update HR databases, and assist in payroll preparation. Reporting to management and performing secretarial duties.



### Office Manager

2013 - 2015

#### Mart Arabia FZE

Oversees administrative support and keeps the office running smoothly. Maintains office services by organizing office operations and procedures.



### Reservations Manager

2012 - 2013

#### Raseel Travel and Tourism

Provides travel information, itineraries and prices, handling customer inquiries, making reservations and sending out confirmation notices.



## SOFTWARE

Microsoft Office, Canva, Figma, Magento, WordPress, Clio, App4Legal



## SKILLS

Problem Solving



Communication



Time Management



Computer Skills



Organization



Customer Service

