

KRISTINA ANDRADA

CONTACT

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SKILLS

Email Support

Pitch Deck Creator

VA skills

EDUCATION

High School

Imus Institute

2011-2025

Information Technology
Informatics Computer

2015-

Undergrad

LANGUAGES

Filipino 

English 

PROFILE

Creative and dynamic email support for three years for gamers as a game support, with 2 years of admin and VA experience, specializing in making pitch decks for clients, helping my clients with setting their appointments, and meetings, and looking for lead generations.

WORK EXPERIENCE

Pitch Deck Creator

Gotit Inc 2019-2021

- Making professional pitch decks, also for students.
- Talking to clients in different nationalities.
- Being professional when the client is a bit irritated, handling them professionally while resolving their issues
- Using Google suites, Slack, and Microsoft Office.

Virtual Assistant

Upwork - Client 2021

- Appointing meetings for clients.
- Making their documents professional-looking by using the appropriate fonts, and sizing as per request.

Email Support

Keywords Studios 2020-2023

- Email Support for players having problems, inquiring, and also giving them the best possible customer service.
 - Using Slack, Teams, Zendesk, Atlassian, and Helpshift, Together with Google Office, and Microsoft.
 - I can handle clients with the best attitude and professional
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