



Krystine Mae Gale

PROFESSIONAL SUMMARY

Detail-oriented, organized and meticulous employee. Works at fast pace to meet tight deadlines. Enthusiastic team player ready to contribute to company success.

PROFESSIONAL SKILLS

- Attention to details
- Interacting courteously with customers or clients, addressing their needs or concerns
- Completing tasks within deadlines and managing workload effectively
- Organizing and prioritizing tasks to maximize productivity
- Working effectively with team members to achieve common goals
- Ability to perform physically demanding tasks for extended periods
- Clear and effective communication with colleagues, supervisors, and customers

WORK EXPERIENCE

Freelance - Photographer/Videographer, Iloilo City, Philippines

- Shoot Portrait, Landscape, Events
- Edit Photos/Videos in Lightroom and Premiere Pro
- Send to Clients

June 2018 - Present

Philippine EDS Techno-Service, Inc. - Senior Designer, Iloilo City, Philippines

- Gathers Revisions based on Customer Requirements
- Check Product Information data in the CAE system
- Performs secondary checking of Product Design
- Responding promptly to Customer's requests and resolving issues to their satisfaction.
- Collaborating with team members and supervisors to meet daily operational goals.
- Signs all documents and drawings as required by customer
- Sends drawing to the customer
- Deal with the customer regarding drawing concerns

June 2017 - April 2018

Blunova Business Consulting and Services - Order Coordinator/Excel Specialist Iloilo City, Philippines

- Collects and gathers all the data from the customer to process with the next process
- Prepares excel file for the calculations
- Extracts all the calculations from the excel file to PDF file
- Checks the PDF file and sends to customer

March 2016 - May 2016

the Digital Swarm, LCC - Link Builder, Iloilo City, Philippines

- Research potential websites
- Performs keyboard research
- Monitors and promotes blog post and other content to be use for backlinks purposes

Contact

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Education

2013-2017

Bachelor of Science in Information Technology Major in Software Development

Central Philippine University

Language

English



Technical skills

- Adobe Lightroom
- Adobe Photoshop
- Adobe Premiere Pro
- Microsoft office
- Computer Aided Design
- Computer Aided Engineering