



KIMBERLY

EDUCATIONAL BACKGROUND

Bachelor of Secondary Education - Mathematics Major
Carlos Hilado Memorial State College
June 2013 - March 2015

AUDIO LINK

<https://www.hireaway.com/profile/kimberly/>

WRITING SAMPLE

<https://docs.google.com/document/d/16Hdmu89sjnJTf3gsJePHxRFXFBHmDTH/edit?usp=sharing&ouid=115336964269793337109&rtpof=true&sd=true>

SKILLS

- Problem Solving
- Well spoken in English
- Proficient in Microsoft Office
- Lesson Planning
- Strong organization skills
- Adaptability
- Time Management
- Collaboration

JOB TITLE

Virtual Assistant

EXPERIENCES

VirtuMax
Virtual Assistant
January 2022 - Present

Moldex Inc
Dispatcher
August 2021 - December 2021

51 Talk Philippines
Home based English Tutor
June 2020 - July 2022

University of Negros Occidental - Recoletos
Substitute Teacher
June 2019 - December 2019

English Online Seat Inc
Office Based English teacher
September 2018 - February 2018

51 Talk Philippines
Home based English Tutor
March 2018 - May 2019

COSTS

Starting from USD 1800 per month