



KIMBERLY IBARRA

A reliable virtual assistant/digital marketer with various work experiences and honed skills necessary to effectively and efficiently do any given task. Backed with good work ethics, open to constructive criticism, constantly seeking growth and improvement, and always aiming to deliver a better service and output.

Contact

- +63907 078 9101
- kimibarraofficial@gmail.com
- Davao City

Education

- Ateneo de Davao University**
2008-2014
Bachelor of Science in Social Work
Graduate
- Holy Cross of Mintal**
2004-2008
High School
- Holy Child College of Davao**
1998-2004
Elementary

Language

- English
- Filipino (Tagalog and Bisaya)

Interests

- Writing
- Photography
- Photo/Video Editing

Experience

DEPARTMENT OF LABOR AND EMPLOYMENT XI

March 2015 - May 2021

- Child Labor Program Staff** (Admin Assistant)- 1 year
- Director's Secretary** (Admin Assistant) - 2 years
- Supply & Procurement Staff** (Admin Assistant)- 2 years
- Information Officer** - 1 year

SUMIFRU (PHILIPPINES) CORPORATION

May 2021 - June 2022

- Company Paralegal**
- Admin Assistant**

OUTSOURCED DOERS

August 2022 - September 2023

FREEDOM GEEKS

April 2024 - present (Part Time)

General Virtual Assistant / Digital Marketer

- Admin Assistant
- Researcher
- Data Encoder
- Social Media Manager
- Email Manager
- Content Curator

Skills

- Experienced in Microsoft Office
- Data Encoding
- Basic Photo Editing
- Curating Infographics
- Academic Writing
- Basic Journalism
- Copy Editing/Proofreading
- Facilitation
- Coordination
- Organization
- Google Workplace

References

Regie Florentino

Assistant Director
Common Ground Skate Lifestyle
Store, Inc.
regierocket@gmail.com
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Dave Roxan Gonzales

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Department of Labor and
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Louise Angela Chavez

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