



KATRINA FLORES

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09664852267

PROFILE

Highly motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas for an unforgettable work experience.

EXPERTISE

Works with patience and courtesy with people.

Basic skills in graphic designing using Canva.

Has an experience in making blogs at WordPress.

Good communication skills; written and oral.

Successfully working in a team environment, as well as independently.

The ability to follow instructions and deliver quality results.

Proofreading and content editing.

Has an experience on creating and optimizing listings in Amazon.

EDUCATION

UNIVERSIDAD DE MANILA

2015-2019

BACHELOR IN MASS COMMUNICATION

WORK EXPERIENCE

KNH GLOBAL

CONTENT EDITOR AND WRITER / CHAT SUPPORT / BOOKMARK GRAPHIC DESIGNER

OCTOBER 12, 2020 - AUGUST 23, 2024

- CREATING CONTENT FOR DIFFERENT PRODUCTS LIKE BOOKMARKS, FLASHCARDS, STICKERS, POSTERS AND PINBACK BUTTONS.
- ASSIGNING FINISHED CONTENT TO DESIGNERS USING ASANA.
- EDITING AND PROOFREADING OVERALL CONTENT AND DESIGNS CREATED BY DESIGNERS.
- CREATING, OPTIMIZING AND EDITING LISTINGS ON AMAZON.
- HELPING ON ORGANIZING THE COMPANY'S AMAZON BRAND STORES.
- MANAGING A SMOOTH COMMUNICATION BETWEEN CONTENT EDITORS AND DESIGNERS.
- HANDLING INCOMING CONTENT EDITORS.
- RESPONDING TO BUYER MESSAGES ON DIFFERENT AMAZON SERVERS BASED ON THE UNITED STATES OF AMERICA, CANADA, AUSTRALIA AND UNITED KINGDOM.
- RESPONDING ON CUSTOMER'S COMMENTS REGARDING THE PRODUCTS AND SERVICES OF THE COMPANY. THROUGH AMAZON FEEDBACK MANAGER.
- CREATING BOOKMARK DESIGNS USING CANVA.
- FIXING SUPPRESSED LISTINGS ON AMAZON PRODUCT COMPLIANCE.

HIGH VALUE AUTHOR

VIRTUAL ASSISTANT/ PUBLISHING ASSISTANT

SEPTEMBER 5, 2024 - NOVEMBER 13, 2024

- IN CHARGE OF CREATING BOOK DESCRIPTIONS, BOOK COVER VISIONS. A+ CONTENT AND SEO KEYWORDS.
- UPLOADING BOOKS ON DIFFERENT BOOK PLATFORMS LIKE GETBOOKSREVIEWED, PUBBY, READNRATE, BOOKBLAZE AND BOOKSPROUT.
- CREATING BOOK TRANSLATIONS, SPECIFICALLY IN SPANISH, GERMAN AND FRENCH.
- TRACKING SCANNED E-BOOKS THROUGH ME-QR.