

KIMBERLY I. SIBAL

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PROFESSIONAL SUMMARY

A highly motivated and detail-oriented professional possessing extensive experience in administrative support and office management. Proficient in managing multiple tasks concurrently while upholding exceptional levels of accuracy and professionalism. Skilled in leveraging technology to streamline processes and enhance productivity. Dedicated to continuous learning and ongoing professional development.

CORE COMPETENCIES

- Administrative Support & Office Management
- High-level Executive Assistance
- Calendar, Inbox, & Travel Management
- Project & Team Management
- Content & Graphics Design
- Data Entry & Document Processing
- Customer Service & Communication
- Time Management & Multitasking

TOOLS PROFICIENCY

- | | |
|--------------------------|--------------|
| ● Google Workspace | ● ChatGPT |
| ● Microsoft Office Suite | ● HubSpot |
| ● Zoom | ● Mailchimp |
| ● Microsoft Teams | ● Canva |
| ● Trello | ● Airtable |
| ● Asana | ● QuickBooks |
| ● Slack | |

PROFESSIONAL WORK EXPERIENCE

Junior Acquisition Manager

Avega Managed Care | November 2024 - March 2025

- Developed a comprehensive understanding of healthcare market trends to identify and pursue new business opportunities.
- Actively sourced potential clients through strategic outreach, industry events, and targeted lead-generation efforts.
- Created compelling presentations and tailored proposals to effectively communicate value to prospective partners.
- Established strong relationships with key decision-makers, laying the groundwork for long-term business growth.

Financial Wealth Planner

FWD Life Insurance | September 2023 - September 2024

- Conducting market research and analysis to create personalized investment strategies for clients.
- Fostering strong customer relationships through financial advice and clear communication.
- Seeking new clients through networking and marketing.
- Providing comprehensive financial planning services, including portfolio reviews to align with changing objectives and market conditions.

UPWORK FREELANCER 2021 - 2024

Executive Administrative Assistant

Pinecrest Dental | April 21, 2021 - August 26, 2024

- Provided high-level administrative support, including calendar and inbox management, meeting coordination, and travel arrangements.
- Served as the point of contact for internal teams and external partners, ensuring timely and effective communication.
- Developed professional presentations and marketing content across various digital platforms.
- Delegated tasks and provided oversight to ensure smooth team operations and timely deliverables.
- Supported marketing efforts by creating content for the website, social media, and email campaigns.
- Conducted detailed online research and maintained organized, secure data backups.

Social Media Manager

Discount Storage Insurance LLC | May 5, 2023 - August 20, 2024

- Led the development of social media strategies aimed at increasing brand presence and audience engagement.
- Created high-quality, on-brand content while managing online communities across various platforms.
- Collaborated with cross-functional teams to align social media efforts with overall marketing goals.
- Maintained a consistent posting schedule through a well-organized content calendar.

Virtual Admin Assistant

Elramahi Business Consulting | November 2023 - May 2024

- Managed data input and file organization using spreadsheets and other digital tools.
- Supported academic operations by grading assignments and assisting with content research.
- Designed digital marketing materials for the company's website and social media.
- Provided general administrative support while adapting to evolving needs and priorities.

MARKETING INTERNSHIP

Human Resources Assistant - Talent Acquisition Department

TeleTech | January 5, 2018 - May 15, 2018

- Coordinated with potential candidates to schedule assessments and interviews.
- Collected leads and data from various online recruitment platforms.
- Promoted the organization through social media channels and printed marketing materials.
- Engaged with candidates in a manner that provided exceptional customer service.

EDUCATIONAL BACKGROUND

Lyceum of the Philippines University- Batangas (2014-2018)

Bachelor of Science in Business Administration major in Marketing Management

AFFILIATION

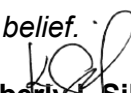
Member of the Philippine Junior Marketing Association, 2016-2018

Member of the LPU-B Junior Marketing Association, 2016-2018

REFERENCES

Available Upon Request

I hereby certify that the above information is true and correct according to my knowledge and belief.


Kimberly I. Sibal
Applicant