



Krishmar Centino

SUMMARY

Experienced Science Research Assistant with a strong foundation in scientific concepts and methodologies, gained through my major in Soil Science from Visayas State University and my tenure at the Visayas Consortium for Agriculture, Aquatic and Natural Resources Program (ViCARP). At ViCARP, I actively participated in various projects, providing publication support, managing office operations, and coordinating R&D efforts. My skills in communication, interpersonal relations, and organization make me a valuable asset to any team. I am highly motivated and results-oriented, dedicated to continuous learning, and driven to contribute to advancements in agriculture, fisheries, and conservation of natural resources.

EDUCATIONAL BACKGROUND

Visayas State University

Bachelor of Science in Agriculture major in Soil Science
with a specialization in Soil Conservation

Organization of Soil Science Majors (OSSM)

2015-2019, 2023

College of Agriculture and Food Science - Supreme Student
Council, 4th Year Representative - A.Y. 2018-2019

Visayas State University Dancesport Team, A.Y. 2017-2019

Isabel National High School

Awards and Recognitions

Academic Excellence Award

Leadership Excellence Award

Supreme Student Government

President - A.Y. 2014-2015

3rd Year Representative - A.Y. 2013-2014

English Club, President - A.Y. 2013 - 2015

Dance Club, President - A.Y. 2013-2015

Journalist of The Year

Feature Editor - A.Y. 2012 - 2015

Editor-in-Chief - A.Y. 2014-2015

Athlete of the Year

Rhythmic Gymnastics, A.Y. 2013-2015

Ribbon, Gold Medalist

Relocation Elementary School

Awards and Recognitions

Class Salutatorian

Best in Oral Communication

Best in English

Best in Science

Special Award for Culture and Arts

CONTACT

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Guadalupe (Utod), Baybay City

SKILLS

- English Language Instruction
- Test Preparation
- Laboratory Technical Proficiency
- Research Methodology
- Content Creation
- Reporting and Fact-Checking
- Teamwork and Collaboration
- Administrative Support
- Client and Customer Relations
- Lead Generation and Management
- Scheduling and Coordination
- Social Media Management and Marketing
- Data Entry and Retrieval
- Email Marketing
- Graphic Design
- CRM Management
- Research Methodology
- Documentation Skills

SOFTWARE EXPERIENCE

- Microsoft Office Suite
- Xara Designer Pro 7, Xri
- Canva
- Wordpress
- ClickUp
- Google Calendar
- Zillow
- LionDesk
- Salesforce
- KW Command

EXPERIENCE

Science Research Assistant

Visayas Consortium for Agriculture, Aquatic and Natural Resources Program (ViCARP)

Key Responsibilities:

- **Publication Support:**
 - Developed content and marketing campaigns to enhance ViCARP's social media presence through uploading up-to-date write-ups on the consortium's website.
 - Assisted in the composition of the 2023 ViCARP Annual Report.
 - Completed write-ups documenting ViCARP and ViCARP staff's recent activities and achievements.
 - Assisted in the Publications and Intellectual Property Awarding Ceremony.
- **Office Operations Support:**
 - Addressed questions and information requests, finding resolutions or escalating to a supervisor as required.
 - Assisted the ViCARP Secretariat in the daily operations of the office.
 - Performed other administrative tasks assigned from time to time by the ViCARP Director and other superiors.
- **R&D Management and Coordination:**
 - Facilitated communication and collaboration between researchers within ViCARP and external collaborators.
 - Assisted in the implementation of technology transfer activities.
 - Developed team communications and information for meetings.

Event Management:

- Assisted in the Opening of the Centennial Trade Fair.
- Assisted in the Partners Recognition Day.
- Assisted in the two-day celebration of Rootcrops FIESTA.
- Assisted in the Farmers and Fisherfolks' Day as part of the Registration Committee.
- Participated in the 2-day Post-Evaluation and Writeshop for FIESTA on Rootcrops.

Training and Professional Development:

- Participated in the 3-day training on "Mainstreaming Science: Promoting R&D Results in the Regions through Integrated Marketing Communication (IMC)," at B Hotel, Alabang, Muntinlupa City.

English Tutor

Viscan Eruditos in collaboration with Municipality of Merida - Local Youth Development Office and Merida Youth Development Council

Key Responsibilities:

- Provided English tutoring to students of the "We Got Youth: DOST-SEI Undergraduate Scholarship Exam and General College Entrance Test Virtual Review and Guidance Test Virtual Review and Guidance."

Administrative Staff

The Scurlock Group

Key Responsibilities:

Administrative Support:

- Handled daily office operations, ensuring smooth functioning and efficient workflow.
- Performed various administrative tasks assigned by superiors to support the team.

Lead Generation:

- Utilized Liondesk to generate and manage leads, ensuring a steady stream of potential clients for business growth.
- Conducted research and outreach to identify and qualify new leads.

Scheduling and Coordination:

- Managed schedules and coordinated meetings using ClickUp and Google Calendar.
- Developed team communications and information for meetings, ensuring all participants were informed and prepared.

Customer and Client Relations:

- Addressed customer and client questions and information requests, finding resolutions or escalating to a supervisor as required.
- Maintained strong relationships with clients by providing excellent service and timely follow-ups.

Transaction Coordinator and Executive Assistant

Keller Williams Partners Realty

Transaction Coordination:

- Managed all aspects of real estate transactions from contract to closing, ensuring all documentation and processes were completed accurately and on time.
- Coordinated with buyers, sellers, agents, and lenders to facilitate smooth transactions.
- Maintained detailed transaction files, ensuring compliance with legal and company requirements.

Executive Assistance:

- Provided high-level administrative support to executives, including managing schedules, coordinating meetings, and handling correspondence.
- Assisted in developing team communications and preparing information for meetings, ensuring executives were well-prepared.
- Handled confidential and sensitive information with discretion.

Lead Generation:

- Utilized Liondesk to generate and manage leads, ensuring a steady stream of potential clients for business growth.
- Conducted research and outreach to identify and qualify new leads.

Scheduling and Coordination:

- Managed schedules and coordinated meetings using ClickUp and Google Calendar.
- Developed team communications and information for meetings, ensuring all participants were informed and prepared.

Customer and Client Relations:

- Addressed customer and client questions and information requests, finding resolutions or escalating to a supervisor as required.
- Maintained strong relationships with clients by providing excellent service and timely follow-ups.

Social Media Management and Marketing:

- Developed content and marketing campaigns to enhance the company's social media presence.
- Managed social media accounts, including posting updates, responding to inquiries, and tracking engagement metrics.

News Correspondent

Kodao Productions

Key Responsibilities:

Content Creation:

- Conducted interviews, researched stories, and wrote compelling articles, ensuring accuracy and clarity.

Reporting and Fact-Checking:

- Covered news with thorough research and fact-checking, providing reliable information to the audience.

Teamwork and Collaboration:

- Collaborated with editors, producers, and fellow correspondents to brainstorm story ideas, coordinate coverage, and enhance journalistic quality.

REFERENCES

- Katrina Romero-Jones | Keller Williams Partners Realty/Real Estate Broker | katrina64@kw.com
- Dr. Pauline S. Caintic | ViCARP/Regional R&D Coordinator | Visayas State University/Assistant Professor | pauline.caintic@vsu.edu.ph
- Dr. Dennis P. Peque | Director, Regional Climate Change Research and Development Center (RCCRDC) | Former ViCARP Director, Former VSU VP for Research, Extension, and Innovation |
- Dr. Maria Juliet Ceniza | Former ViCARP Director, Former VSU VP for Research, Extension, and Innovation