

Katrina C. Corporal

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 Courtenay, BC V9N 0H5

Education

Digital Design + Development
Postgraduate Diploma - Web Development
North Island College - CV Campus
Sept 2023 - present

- Dean's Honor Roll

Bachelor of Science in
Information Technology
AMA Computer College-Cebu Campus
June 2002 - April 2006

- Dean's List

Skills

- SEO
- Object-Oriented Programming
- Project Coordination
- Front-end Web Development
- Design Thinking Skills

Volunteer Work

Christ The King Catholic Church
1599 Tunner Dr, Courtenay, BC V9N 8N3

- Lector, February 2024 - present
- Choir, Sept 2023 - Nov 2023

Work Experience

North Island College
Education Council - Student Representative, Oct 2024 - present

- Collaborate with council members to review and approve curriculum and policies impacting academic standards and student evaluation.
- Actively contribute for student perspectives to enhance academic programs and services.

North Island College Library & Learning Commons
Student Library Assistant, April 2024 - present

- Expertly handle book transactions and manage holds/reservations with precision. Utilise strong organisational skills to maintain accurate records to ensure smooth operations at the circulation desk.
- Organise library collections with efficiency and attention to detail by doing shelf-reading, shelving returned items, and setting up materials for convenient access.

AusQ Training, Bunbury, Western Australia
Jan 2021 - Aug 2023

- **Executive Assistant to the Director & Interim Training Coordinator**, Nov 2022 - Aug 2023
- Provided comprehensive support to the Director, managing calendars, emails, and executing various operational tasks with utmost efficiency.
- Performed research and integrated Typedesk for Customer Support, ensuring a consistent and high-quality level of communication with valued clients.
- Organized training schedule for three trainers and coordinated group training courses with client companies, leading to a significant surge in our weekly enrollment benchmark.
- Assisted the marketing team with email campaign creation and optimized webpages with SEMrush

Prior Experience
AusQ Training
Training Coordinator, Customer Support/Sales Lead, Feb - Aug 2022
Training Administrator, Jan 2021-Feb 2022