

KIMBERLY GONZALEZ CORREA

STUDENT & ADMINISTRATIVE ASSISTANT

787-221-1963
kimberlyg0828@gmail.com
[Kimberly LinkedIn](#)
Las Piedras, Puerto Rico

SUMMARY

Enthusiastic and creative college student in her final year, passionate about content creation for social media. Skilled in developing engaging multimedia content, managing social media platforms, and implementing digital marketing strategies to increase brand awareness.

PROFESSIONAL EXPERIENCE

Intern at NotiCel

- Covered protests and public events by capturing photo and video content for Instagram and TikTok
- Edited short-form videos optimized for social media engagement
- Attended interviews with notable figures affiliated with the agency, supporting content creation and documentation

Intern at RH Media & Consulting

- Captured content during Media Tours with clients for promotional and social media use
- Edited short-form videos tailored for social media platforms like Instagram and TikTok
- Edited client testimonial videos highlighting their experience with the company

2024 US & Puerto Rico Elections for Radio Isla

- Collaborated with a team to create and publish real-time Instagram updates during election coverage
- Prepared media graphics and images for social media distribution
- Assisted in writing clear and informative captions to accompany election-related posts

WORK EXPERIENCE

Educate y Educaras, LLC

Company of Continuous Education for Preeschool Teachers

Administrative Assistant/Media Management

- Fill and Email certifications for the Courses and Certifications
- Promote Courses and Certifications at FLAEYC and other Conventions for teachers
- Order office Supplies
- Create and post Social Media Content

August 2022 - Present

Revolution Soccer Club

Secretary

- Offer orientation to new parents about cost, training and concerns
- Write Regulation book, write documentation for the Federation of Futbol
- Event organizer for Thanks Giving race, Family Day and Tournaments

August 2022 - Present

Bay Area Heart Center

Administrative Assistant

- Insurance Data Entry
- Serve as an interpreter while working claims to insurance
- Youngest employee hired by the company and due to my performance, they opened oppotunities for younger individuals

February 2018 - August 2022

EDUCATION

Bachelor of Science in Communications for Media Production

Interamerican University of Puerto Rico,
Bayamon Campus

August 2022 - Present

PROFESSIONAL ASSOCIATIONS

COMU EN BLANCO Y NEGRO, UIPR, RECINTO DE BAYAMON

- Social Media manager, reporter and member since 2024

NATIONAL ASSOCIATION OF HISPANIC JOURNALISM (NAHJ), UIPR CHAPTER

- Active member since october 2023. 2023-2024 Chapter President

SKILLS

- Networking Basics
- Creative Content Creator
- Knowledge in Canva
- Basic Knowledge in Office 365
- Time Management
- Adobe creative Basics
- Photography Basics
- Analytical Skills
- Teamwork
- Communication
- Multitasker
- Leadership
- Critical Thinking
- Billilingual (English-Spanish)
- Creative Problem Solving