

Aida Kokko



Personal details



Aida Kokko



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Tampere, Finland Tampere



github.com/AidaKokko

Skills & Interests

Prioritization & Time Management

Project Management (Trello)

Wireframing & Prototyping

Collaboration

Vibe Coding

Languages

Suomi ●●●●●

English ●●●●●

Tagalog ●●●●●

Cebuano ●●●●●

Profile

Professional with eight years of experience spanning technical writing, customer service, graphic design, and operations administration. Skilled in Adobe Suite, Figma, and project management tools, with a strong track record of supporting teams and delivering high-quality results. Currently gaining hands-on experience as a UI/UX intern. Known for adaptability, attention to detail, and a collaborative approach.

Education

International Business and Logistics Oct 2022 – Jun 2023

Tampere University of Applied Sciences, Tampere

This is a continuing education program for international talents.

Bachelor of Science in Information Technology Jun 2003 – Mar 2007

University of the Visayas, Philippines

• Thesis: "Automated Gasoline Dispenser"

Employment

UI/UX and Frontend Intern Jan 2026 – Present

Ekokumppanit Oy, Tampere

- Developed wireframes and prototypes using Figma to visualize concepts and user interactions.
- Learned version control systems like Git for efficient code management and collaboration.

Conference Assistant Mar 2023 – Jun 2023

Glaston Oy, Tampere, Finland

- Developed the program cue sheet for six parallel sessions. Ensured that presentation schedules, topics, speakers, and file references were all accurate and synchronized.
- Coordinated the collection of the conference speakers' manuscript via the Oxford platform, as well as resolved last-minute onsite issues, ensuring seamless experiences during the conference.

Operations Administrator Sep 2017 – Sep 2018

Al Salam Private School & Nursery, UAE

- Coordinated facility management, including maintenance schedules, cleaning services, security, and school events.
- Helped in the transition to digitalizing school operation records, resulting in a more efficient operation.

HR Admin Assistant Aug 2015 – Aug 2016

Integra Recruiters Asia, PTE LTD., Singapore

- Onboarded 50+ new hires by managing documentation collection, including work visas, drug testing, and medical reports, ensuring 100%

compliance with Singapore's ministry of manpower regulations and reducing onboarding time by 15%.

- Sealed a subcontract deal with Dragages Singapore Pte Ltd, one of Singapore's largest construction firms.

Junior Graphic Designer

Jan 2014 – Jun 2015

Charisma Elite Marketing, Malaysia

- Designed and prepared visual materials for print and digital formats, including brochures, business cards, flyers, and large-scale signage.
- Ensured high-quality output by performing prepress checks and adhering to color, resolution, and print standards.

ERD Corporate Representative (Offline Team)

Jul 2010 – Mar 2012

Qualfon Inc., Cebu, Philippines

- Analyzed 200+ customer interactions to identify top escalation reasons.
- Assisted with phone connectivity issues using SIM card and device activation, network diagnostics, ticketing systems, and network monitoring tools.

Technical Writer

Jan 2009 – Nov 2009

MedSpecialized, Cebu, Philippines

- Created technical manuals, user guides, and product documentation in collaboration with software developers and software testers.
- Translated complex technical information into clear, user-friendly content for internal and external audiences.

Professional Development Activities

Community Member

Apr 2025 – Present

Herizon, Helsinki

Participant

Mar 2026 – Mar 2026

DASH Sprint, Helsinki

Participant

Sep 2025 – Oct 2025

Kasvuhuoneilmiö Program A, Tampere

Participant – ICT Camp

Sep 2024 – Oct 2024

BearIT Oy, Tampere

References

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