

EDUCATION

National University Bachelor of Science in Civil Engineering	Sampaloc, Manila, Philippines August 2022 – June 2026
Systems Technology Institute (STI) College Science, Technology, Engineering and Mathematics Graduate with High Honor: Batch Valedictorian	Cainta, Rizal September 2020 – July 2022
Casimiro A. Ynares Sr. Memorial National High School 02Graduate with High Honor	Taytay, Rizal June 2016 – August 2020

SEMINARS, CERTIFICATIONS AND PROJECTS

Philippine Nuclear Research and Development Congress, Session 2 on Radiation Protection, Nuclear Safety, Security and Safeguards <i>Department of Science and Technology (DOST) Philippine Nuclear Research Institute</i>	December 2022
Volunteerism in the New Normal: Use of Technology in Community Extension Services National University Community Extension Office	December 2022
Basic and Statistical Tools for Research and Capstone Design Project using Jamovi and G-Power Software Philippine Institute of Civil Engineers - National University Student Chapter	November 2022
“Kilos Kalikapa” Understanding Disaster Risk Reduction Management <i>National University National Service Training Program Office</i>	October 2022
“Protego InCEdio: Igniting Dreams and BecomENGG a WizCEard” <i>Philippine Institute of Civil Engineers - National University Student Chapter</i>	October 2022
National University Student Government Paskulayan 2022 <i>Working Committee/Performer</i>	December 2022
Brigada Pagbasa: Ang Mahika sa Bawat Pahina <i>Project Head</i>	December 2022
Tanglaw: Beacon of Light Towards Leadership and Inclusivity <i>Working Committee</i>	October 2022
Project Paglaom: A Donation Drive for the Victims of Super Typhoon Karding <i>Project Head</i>	October 2022
Certified Virtual Assistant: GVA & SMM with Facebook Ads <i>30-Day Internship</i>	January 2025

QUALIFICATIONS AND ORGANIZATIONS

National University Student Government <i>Community Extension Committee</i>	August 2022 – June 2023
Philippine Institute of Civil Engineers <i>Finance Committee</i>	August 2022 – June 2023
Rotaract Club of National University <i>Finance Committee</i>	August 2022 – June 2023
Rotaract Club of National University <i>Treasurer</i>	August 2023 – February 2024

WORK EXPERIENCE

E-commerce Customer Service VXI Company	June 2022 – February 2023
Cold Caller Telegate Company	March 2023 – September 2023
Administrative Support – Private Clinic Direct Client	October 2023 – April 2024
Social Media Manager Direct Client	May 2024 – November 2024
Appointment Setter (B2B) Direct Client	December 2024 – May 2025
Virtual Assistant (EA & Admin Works) Direct Client	May 2025 – September 2026
Licensed Financial Advisor Sun Life Company	December 2024 – Present

TECHNICAL AND FUNCTIONAL SKILLS

- Strong Interpersonal Skill
 - Social Perception
 - Operations Analysis
 - Project Monitoring
 - Microsoft Office
 - Google Workspace
 - CRMs: GHL, Hubspot
 - Zoom Workspace
 - Canva
 - Slack
 - Other Dialers: Convoso and Kixie
- Sales
 - Appointment Setting
 - Cold Caller
 - Social Media Management
 - Admin Works
 - General Virtual Assistant
 - Graphic Designs
 - Financial Advisor
 - Reamaze
 - Stripe
 - Shopify
 - Notion

REFERENCES

Engr. Shalyna Krishna Cruz Associate Software Engineer Accenture Inc. +63 927 673 3719	Mr. Mark Dave P. Timena, LPT, MAT Senior High School Teacher 1 STI College Ortigas-Cainta +63 961 037 2091	Engr. Franz D. Santos Faculty, Civil Engineering Department National University - Manila +63 917 319 6905
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