JESSA MAE TANGONAN FRANCISCO

Santa Ignacia, Tarlac



PROFESSIONAL SUMMARY

Detail-oriented Paralegal and Virtual Administrative Professional with 4.5 years of experience supporting attorneys, managing calendars and appointments, coordinating legal documents and summons, and using Filevine, Outlook Calendar, and DocuSign. Also experienced in construction project coordination, client communication, photography, photo editing, and business page management. Bachelor of Science in Civil Engineering graduate with strong organization, communication, leadership, and problem-solving skills.

CORE SKILLS

Paralegal Support | Legal Administrative Support | Calendar & Appointment Management | Legal Document Coordination | Summons Coordination | Filevine | Microsoft Outlook Calendar | DocuSign | Client Communication | Administrative Support | Project Coordination | Supply Management | Adobe Photoshop | AutoCAD | Photography & Photo Editing | Business Page Management | Leadership | Time Management | Multitasking | Working Under Pressure

PROFESSIONAL EXPERIENCE

Potter Handy Law Firm | Paralegal | California | August 2021 - January 2026

- Supported attorneys with day-to-day paralegal and administrative tasks, helping maintain organized and timely legal workflows.
- Managed attorney schedules, calendars, appointments, and related administrative coordination.
- Prepared and sent summons to defendants and coordinated with process servers to support timely service of legal documents.
- Used Filevine to manage and organize case-related information and documents.
- Used Outlook Calendar for scheduling and DocuSign for obtaining required electronic signatures.

Jimage Photography | Freelance Photographer / Editor | April 2021 - Present

- Provide freelance photography and photo-editing services based on client requirements.
- Manage the business page, respond to inquiries, and communicate with clients professionally.
- Use Adobe Photoshop and photography tools to produce and edit visual content.

Arcridge Construction | Construction Project Coordinator | Newport World Resorts
March 14, 2016 - August 5, 2016

- Supported and monitored construction project operations to help ensure work progressed according to project requirements.
- Managed project supplies and coordinated updates with clients regarding project progress.
- Implemented procedures to support compliance with building and safety codes.
- Applied analytical, management, and leadership skills in a fast-paced project environment.

LEADERSHIP & COMMUNITY EXPERIENCE

The Church of Jesus Christ of Latter-day Saints | Full-Time Missionary Bacolod, Philippines
August 1, 2014 **-** February 10, 2016

- Communicated with diverse individuals and communities through teaching, outreach, and relationship-building.
- Trained fellow missionaries, planned activities, established goals, and motivated team members.
- Developed strong communication, leadership, organization, and adaptability skills in a demanding environment.

Publicity Administrator – FSY Program | 2023 and 2025 Sessions
The Church of Jesus Christ of Latter-day Saints

- Managed publicity and administrative coordination for FSY (For the Strength of Youth) programs serving 1,600+ youth.

• Coordinated program communications, announcements, schedules, and publicity materials to ensure clear and timely dissemination of information.
• Supported the planning and execution of large-scale youth programs and activities involving multiple teams and participants.
•Demonstrated strong organizational, communication, time-management, and event coordination skills in a high-volume environment.

Ward Young Women President | The Church of Jesus Christ of Latter-day Saints
2011 - 2014; 2016 - 2020

- Led and supported a group of approximately 40 young women, providing consistent guidance, mentoring, and leadership for 7 years.
- Planned, organized, and executed weekly activities and programs, ensuring meaningful and well-coordinated experiences for participants.
- Managed activity planning, scheduling, communication, delegation, and coordination with volunteers and leaders.
- Developed strong interpersonal, leadership, problem-solving, and organizational skills while supporting the needs of youth and families.

Stake Young Women President | The Church of Jesus Christ of Latter-day Saints
2021 - Present

- Provided leadership and program oversight for 300+ young women across the stake.
- Planned, organized, and executed stake-wide youth activities, programs, training, and events.
- Coordinated with multiple ward leaders and volunteers to ensure successful implementation of programs and activities.
- Managed event logistics, scheduling, communication, delegation, and program execution while maintaining a high level of organization.
- Demonstrated proven ability to lead large groups, manage multiple priorities, coordinate teams, and deliver programs effectively.

EDUCATION

Tarlac State University — Bachelor of Science in Civil Engineering | 2021
Vargas High School — Vargas, Santa Ignacia, Tarlac | Salutatorian, 2009
Vargas Elementary School — Vargas, Santa Ignacia, Tarlac | 1st Honorable Mention, 2005

ADDITIONAL SKILLS & QUALIFICATIONS

- Quick learner, trustworthy, honest, and hardworking
- Strong English communication skills
- Able to work effectively under pressure and manage multiple priorities
- Excellent leadership and interpersonal skills
- Proficient in AutoCAD and Adobe Photoshop