JIVEL SEVILLA SALVADOR, Applicant

Western Visayas, Philippines

PROFESSIONAL SUMMARY

A dedicated and detail-oriented professional seeking an opportunity to apply and develop skills in administrative support, recordkeeping, and document management. Proficient in maintaining and organizing records, preparing documentation, and coordinating oral and written communications across departments and with various stakeholders. Experienced in tracking information, monitoring schedules, and ensuring the accuracy and proper handling of documents. Eager to expand knowledge, develop new skills, and contribute to efficient office operations through effective organization, attention to detail, and a strong commitment to professionalism and continuous learning.

WORK EXPERIENCE

Nov 2022 – May 2025 Office Engineer I, Global-Estate Resorts, Inc.

June 2025 – Dec 2025 Office Engineer II, Global-Estate Resorts, Inc.

Jan 2026 – Sep 2026 Site Engineer II, Global-Estate Resorts, Inc.

- Prepared, reviewed, and organized project documents, reports, specifications, and other administrative records.
- Assisted in monitoring project schedules, tracking progress, and updating records to ensure accurate documentation.
- Coordinated with project managers, engineers, contractors, and other personnel to facilitate communication and support daily operations.
- Reviewed billing documents, purchase requests, materials requisitions, and other paperwork for accuracy and completeness.
- Maintained and updated files, correspondence, daily activity reports, and technical documents for easy retrieval and reference.
- Assisted in preparing management reports, progress updates, accomplishment reports, and project completion documents.
- Supported procurement and purchasing activities by preparing requests, organizing supporting documents, and ensuring compliance with company procedures.
- Performed general administrative duties, including document control, data entry, recordkeeping, and coordination of office activities.

Jan 2021 – Oct 2022 Learning Facilitator, TESDA Provincial Training Center

- Prepared and maintained training reports, attendance records, learner portfolios, and other administrative documents to ensure accurate and organized recordkeeping.

- Developed and organized lesson plans, assessment tools, and instructional materials in accordance with established training standards.
- Coordinated training schedules, monitored learner progress, and maintained documentation to support efficient training operations.
- Conducted assessments and documented learner performance in compliance with applicable standards and requirements.
- Ensured proper filing, updating, and safekeeping of records for reporting and compliance purposes.
- Assisted learners by providing guidance, responding to inquiries, and coordinating support when needed.
- Maintained an organized and safe working environment while ensuring compliance with established policies and procedures.
- Supported daily administrative operations through effective communication, documentation, and coordination with relevant personnel.

EDUCATION

2015 - 2020 Garcia College of Technology

BS in Civil Engineering

TECHNICAL SKILLS

- Administrative Support and Office Management
- Document Control and Records Management
- Data Entry and Database Maintenance
- Report Preparation and Documentation
- Filing and Recordkeeping
- Microsoft Office (Word, Excel, PowerPoint)
- Email and Correspondence Management
- Scheduling and Calendar Coordination
- Inventory and Materials Monitoring
- Preparation of Purchase Requests and Requisitions

CORE COMPETENCIES

- Strong Organizational Skills
- Attention to Detail and Accuracy
- Written and Verbal Communication
- Time Management and Multitasking
- Problem-Solving and Critical Thinking
- Teamwork and Collaboration
- Confidentiality and Professionalism
- Ability to Work Independently
- Adaptability and Willingness to Learn
- Task Prioritization and Coordination