RESSA MAE V. TESORIO

Puerto Princesa City, Palawan, Philippines

PROFESSIONAL SUMMARY

Civil Engineering graduate with experience in technical support, field monitoring, regulatory compliance, program coordination, and government administration. Skilled in coordinating stakeholders, conducting site verifications, preparing technical documentation, tracking deliverables, and supporting project implementation. Currently pursuing graduate studies in Construction Management, with training in construction estimating, quantity takeoff, project scheduling, and occupational safety and health.

CORE COMPETENCIES

• Project Coordination & Progress Tracking • Field Inspections & Site Verification • Technical Reporting • Document & Records Management • Stakeholder Coordination • Compliance Monitoring • Meeting & Event Coordination • Construction Estimating & Quantity Takeoff • Project Scheduling • Microsoft Office • Google Workspace • Trello • Asana • Canva

PROFESSIONAL EXPERIENCE

Technical Support Staff | Water Resources Utilization Section (WRUS) | Jan 2026–Present

Department of Environment and Natural Resources (DENR) – PENRO Palawan

- Coordinated 10+ technical meetings and stakeholder consultations and liaised with 10+ government offices, LGUs, and partner agencies to align targets, address technical concerns, and facilitate field operations.
- Conducted or assisted in 15+ field inspections and site verifications involving water sources, permit grantees, and water users; documented site conditions and identified compliance issues.
- Prepared and consolidated 20+ technical reports, inspection findings, memoranda, and official communications to support accurate records and timely reporting.
- Monitored activity targets, implementation progress, pending requirements, and follow-up actions to support completion of deliverables and effective field operations.
- Reviewed and validated water permit documents, monitoring records, and field data to identify discrepancies and support regulatory monitoring and decision-making.
- Supported program implementation through field coordination, stakeholder engagement, technical assistance, and monitoring of water resource management activities.

Sectoral Program Support Aide V | Jul 2025–Dec 2025

Provincial Government of Palawan

Executive & Administrative Support

- Directed and coordinated 10+ high-level meetings, consultations, and strategic planning sessions annually with leadership and partner agencies achieving 95% on-time documentation and action tracking.
- Oversaw and optimized schedules, communications, and coordination across 10+ internal and external stakeholders, improving response efficiency by 25%.
- Ensured and monitored 100% on-time completion of key deliverables, maintaining 95% compliance with service targets and reporting deadlines through proactive follow-ups and workflow management.

Program & Operations

- Facilitated and supported 5+ reintegration planning and capacity-building initiatives, contributing to programs that benefited 100+ participants and partner communities.
- Streamlined and maintained project timelines while collaborating with 8+ sectoral focal persons and LGU partners, increasing operational efficiency by 20%.
- Planned, organized, and executed 10+ information campaigns and program activities, increasing stakeholder engagement and community participation by 30%.
- Coordinated and monitored multi project implementation, ensuring 90-95% on-time completion rate through structured planning, progress tracking, and cross-agency collaboration.

Senior Administrative Assistant I | Jan 2025–Jun 2025

Provincial Government of Palawan

Program & Event Coordination

- Organized and facilitated 10+ Information & Education Campaigns across 5+ universities, reaching 300+ students and stakeholders and increasing program awareness by 30%.
- Coordinated and streamlined logistics, schedules, and stakeholder communications for 20+ outreach programs, ensuring 95% on-time execution and improved inter-agency collaboration.

- Hosted and delivered 5+ project-based events and public programs as Master of Ceremony, supporting events with 100-300 participants and maintaining 95% audience engagement and program flow efficiency.

Executive & Office Support

- Developed and delivered 5+ mandated office projects and key deliverables annually, achieving 100% compliance with organizational and reporting requirements.
- Provided strategic administrative and operational support to 8+ partner agencies, improving coordination efficiency by 25% and strengthening inter-agency collaboration.
- Managed and optimized communications while coordinating multiple project activities simultaneously, ensuring 95% on-time completion of tasks and deliverables.

Administrative Assistant V | Jul 2024–Dec 2024

Provincial Government of Palawan

Administrative & Client Support

- Managed and maintained 50+ records, files, and office documents, implementing organized documentation systems that improved retrieval efficiency by 35%.
- Responded and resolved 10+ client and stakeholder inquiries weekly, achieving 95% client satisfaction and timely response rates.
- Delivered front-line administrative and communications support to 10% clients and partner stakeholders, ensuring 90-95% service efficiency and issue resolution.
- Streamlined and maintained office procedures and workflow systems, improving operational efficiency by 25% and ensuring 100% compliance with internal administrative standards.

EDUCATION

Master of Science in Construction Management | Polytechnic University of the Philippines – Open University System
In progress; expected completion 2028

Bachelor of Science in Civil Engineering — Major in Construction Engineering Management
Palawan State University, Puerto Princesa City, Palawan | 2022

Member, Philippine Institute of Civil Engineers

Senior High School: Science, Technology, Engineering, and Mathematics Strand

Palawan State University - Puerto Princesa City, Palawan | 2018

CERTIFICATIONS & PROFESSIONAL TRAINING

- Career Service Professional Eligibility (CSE), Professional Level
- 40-Hour Construction Occupational Safety and Health (COSH) Training with 2-Hour Training of Trainers — Serendipity Multi-Purpose Cooperative
- 20-Hour Live Interactive Training and Workshop on Digital Quantity Takeoff and Estimation using Bluebeam and PlanSwift — Xstructures
- Capacity Building on Water Resource Management — National Water Resources Board
- Workshop Training on Water Quality Management, Monitoring, and Implementation of RA 9275 — Environmental Management Bureau
- 20-Hour Training in Manual Construction Building Estimate using Microsoft Excel and AutoCAD — MST Connect
- 16-Hour Training in Project Estimates and Scheduling using Matrix Estimation Program — MST Connect
- Workshop in Quality Project Management 101 — MST Connect
- Training in Project Management Fundamentals — MST Connect

DIGITAL TOOLS

• Microsoft Word, Excel and PowerPoint • Google Workspace • Trello • Asana • Canva • Bluebeam • PlanSwift • AutoCAD • Matrix Estimation Program

REFERENCES

References available upon request.