



[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

SKILLS AND QUALIFICATION

- Project management experience
- Pays attention to accuracy and efficiency of work, trainable and hardworking
- With good time management and organizational skills
- Knowledgeable in Microsoft Office Tools.
- With good leadership skills.
- Good comprehension and communication skills
- Can perform assigned task to the best of her ability
- Can adapt to the work environment in a short period of time
- Knowledgeable in Computer Aided Drafting.
- Educated in surveying.
- Knowledgeable in construction estimate.

Jessielyn [REDACTED]

WORK EXPERIENCE

Project Administrator – [REDACTED] Projects Team

November 2022 – Present

- Gives the operation of the project a high degree of administrative support, monitoring, and evaluation to make sure all operational and project management goals are reached.
- Develops strategies that the team members can use to better reach the team's goals.
- Communicate clear instructions to team members and assign tasks.
- Creates reports to update management on the team's progress.
- Organizes and facilitates trade testing activities and trade industry hiring with Australian clients.
- Creates drawing tests and conducts online refresher sessions for candidates in trade industry.
- Conducts training and deployment orientations.
- Collects visa requirements with direct coordination with the migration agent up until visa approval and collects deployment documents that are government-mandated.

Project Coordinator – [REDACTED] Operations and Engineering Department March 2021 – September 2022

- Manages multiple end-to-end projects, which requires high level of multi-tasking, project and time management, organizational skills, and accuracy.
- Coordinates with different stakeholders (clients' engineers and architects) to verify the changes and approved materials.
- Provides technical support to installers and engineers on site.
- Creates purchase and job orders considering the approved drawing and site conditions.
- Coordinates with different departments to finish the projects on time.
- Estimates the materials and prepares the draft quotation for the project additive.
- Guides the new project coordinators and site engineers with project management.

Intern – [REDACTED] Highway and Drainage Department April - June 2018

- Assists in drawing designs using AutoCAD and Civil 3D, and in performing fieldworks.

Intern - [REDACTED] Construction Management April - June 2017

- Assists the engineers with their site and office activities, and project management.

EDUCATIONAL BACKGROUND

TERTIARY

2015 – 2019

[REDACTED]
Bachelor of Science in Civil Engineering
[REDACTED]

2014 – 2015

[REDACTED]
Bachelor of Science in Civil Engineering
[REDACTED]

SECONDARY

2010 - 2014

[REDACTED]
Laboratory High School
[REDACTED]