

# ERLYNNE N. EDOVAS



## PROFESSIONAL EXPERIENCES

### Research Officer

*Competitive Intelligence, Operation Unit*

PUBLiCUS Asia, Inc. | January 17, 2018 to April 15, 2021

*(Campaigns Management and Government Relation Firm)*

Responsible for *Quantitative and Qualitative Research* of the company. Assisting in preparing research materials such as questionnaire design. Implementation of a questionnaire in survey app, data cleaning and processing with accuracy and efficiency, and producing the presentation, coordination with enumerators, transcription. Assist with other research projects, data gathering, and support technical matters. Appointed Quality Management Lead to supervise the compliance of the company's ISO Policies and Procedure.

### Cartographer Assistant, Post-Processing Unit

SkyEye Analytics, Inc. | September 2017 to January 2018

*(Aerial Mapping and Aerial Surveying)*

Process the data collected in the field to develop a map-making and 3D models of the area that can be used to understand the terrain and elevation of the land using QGIS Application. Check the accuracy of pattern maps, with information based on the client requirements.

### Document Custodian, MIS Unit

PUBLiCUS Asia, Inc. | August 2016 to December 2016

In-charged of access to documents and provide assistance that is restricted to certain people and authorized users only. Protect the integrity and security of the organization's documents. Manage the database for releasing the control number for each document as a reference. For the organization's ISO compliance, assigned to author the Policies and Procedure, and also an appointed staff to supervise the implementation of these rules/guidelines under ISO 9001:9008 Certification.

### MIS Assistant, MIS Unit

PUBLiCUS Asia, Inc. | September 2013 – August 2016

Provide support for MIS Head with administrative and technical matters. Assists in diagnosing, resolving problems, and procurement of the organization's equipment. Responsible for gathering data, from different government agencies, data mining and consolidate for Geographic Information System format.

### Cashier, Administration Unit

PUBLiCUS Asia, Inc. | August 2010 – September 2013

Responsible for the organization's disbursement. Assists the Admin Officer in preparation of the budget for the approval of Top Management. Assists the Admin Assistant in maintaining and updating the official documents of the organization. Keep the inventories of office supplies and assets.

To secure a challenging position which will enable me to utilize my data management skills, provide assistance in technical matters, research, be effective as well as to enhance my creative skills to the benefit of the organization.

## CONTACT



Phase 1 Package 2 Block 18 Lot 9,  
Bagong Silang, Caloocan City, Philippines



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eedovas@gmail.com

## EDUCATION

*Tertiary*

**BS in Computer Engineering**

1996 - 2000

AMA University

Graduated : May 2000

## COMPUTER APPLICATIONS

- **Office** -- Documents; Spread Sheets; Presentation; Google docs and sheets
- **Graphic Design** -- Adobe Photoshop, Publisher, Hands on Photography
- **Others** -- Survey Monkey, Google forms, SPSS, Search engines, Social Media, Geographic Information System, SQL Server, Basic AutoCAD

## OTHER EXPERIENCES

- **Project Staff** (Encoder, Researcher and Desk Officer)  
PUBLiCUS Asia, Inc.  
October 2008 to August 2010
- **Legislative Staff Assistant**  
Senate Electoral Tribunal  
*Government*  
January 22 to February 18; and March 25 to May 13, 2008
- **Production Staff** (Encoder and Chartist)  
Taylor Nelson Sorfres (TNS) Trends Philippines  
*Marketing Research Agency*  
October 2003 to November 2005
- **Formatter**  
Innodata Philippines, Inc.  
*Data Processing Company*  
February 2001 to October 2001
- **ITC-Encoder**  
Philippine Telegraph and Telephone Company  
*Telecommunication Company*  
June 2000 to September 2000

## CHARACTER REFERENCES

- **Ms. Lilibet A. Amatong**  
Co-founder/Board Member  
PUBLiCUS Asia, Inc.  
Unit 1208 The Taipan Place  
F. Ortigas Jr. Road, Ortigas Center, Pasig City, Philippines  
+63 939-3783202
- **Ms. Suzette Lopez**  
Head, HR & Admin Unit  
RLR Research & Analysis Inc.  
4/F Kalayaan Center 65 V. Luna cor. Kalayaan Avenue  
Bgy. Pinyahan, Diliman, Quezon City  
+63 9178234702
- **Ms. Buenafe Taylan**  
Accounts Specialist  
Property Company of Friends, Inc.  
55 Tinio, Mandaluyong City, 1550, Philippines  
+63 919-3423107

## PROFESSIONAL SKILLS

- **For Technical:** Data Entry, Database Management, Research, Data Gathering, Document Custodian, Data Mining, Technical Support, Layout and Graphic designs, Procurement
- **For Administrative:** Accounting, Assets Management, Government Requirement, Assistance, Quality Control
- **For People:** Team Player/Leader, Coordination, Effective collaboration
- **For Soft Skills:** Flexible, Multi-tasking, Productive, Discipline, Fast learner, Independent, Responsible, Organization

## CERTIFICATES

- **Quantitative Research**  
January 2021, University of California, Davis  
*Coursera, DOST*  
Credential ID: 4X7WP9WELXK
- **Introduction to Big Data**  
November 2020, University of California San Diego  
*Coursera, DOST*  
Credential ID: MBV7EA59Z4MZ
- **A Guide to Qualitative and Quantitative Research: A Webinar Workshop**  
September 11, 2020 (5 hours)  
*De La Salle University-Social Development Research Center*
- **Training Course on Spatial Statistics using ArcGIS and R**  
September 4, 2019 (7 hours)  
*Philippine Statistical Association, Inc.*
- **ICT Certification Program**  
**National Hands-on Workshop on Learning Qualitative Data Analysis using SPSS**  
February 16-17, 2019 (12 CPD Units)  
CPD Program Accreditation Code:  
[2018-179-2494](#)  
*Affirm Center for Research and Professional Learning Inc.*
- **Data Analysis and Management in Qualitative and Quantitative Research**  
January 13, 2019 (8 hours)  
*Magister Servus*
- **Internal Auditing Course, ISO 9001:2008**  
Certificate Number: [TRPH1753](#)  
*IMSM ISO Specialist, March 2015*

**ERLYNNE N. EDOVAS**  
Applicant