
Warlyn Jane Numeron Bacalso

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OBJECTIVE

Multi-faceted, efficient, and reliable administrative professional with 6+ years of experiences supporting executives, managerial and staffings to improve internal and external operations for any level of business.

PERSONAL DETAILS

- Date of Birth : 06/11/1992
- Marital Status : Single
- Nationality : Filipino

EXPERIENCE

April
2018 -
April
2020

- **Bislig Venture Construction and Devt Inc**
Bidding Manager
Full-time employed
 - Responsible in dealing with the clients and making proposals
 - Edit the company profile quarterly for updates
 - Secure legal documents for ISO accreditation
 - Participate in the Bidding Conferences and Opening
 - Prepare documents for the bidding

May
2014 -
March
2018

- **Davao Security and Investigation Agency Inc**
Administrative Bidding Officer
 - Responsible in Making reports of administrative functions
 - Submit proposals to clients
 - Encode data and secure legal documents
 - Make a report for minutes of the meeting
 - Propose activities for the company

August
2013 -
May
2014

- **The Royal Mandaya Hotel**
Chief Internal Auditor's Assistant
 - Encode necessary data for the audit review and findings
 - Conduct actually inventory
 - Help the chief in organizing and making forms for data record of departments
 - Monitor revenue status

EDUCATION

2009-
2013

- **The University of Mindanao**
Bachelor of Science in Business Administration major in Human Resource Management
General Average : 89.169%

3rd May
2020

- **University of Leeds and Institute of Coding (Online Program)**
Communication and Interpersonal Skills at Work
Average Score 93%

SKILLS

- Editing (Adobe Photoshop and any tools for editing)
- Computer Literate Microsoft word, excel, powerpoint

ACHIEVEMENTS & AWARDS

- 3rd Highest Honor in High School Graduation
- RECOGNITION: Committee Chairperson for the Company Team Building-DASIA, November 26, 2016 Certificate of Appreciation-as Organizer Awarded by the GMI GLOBAL VENTURES Inc, April 16-17, 2014 Entitled "Building Unity and Camaderie among GMI Employees" Certificate of Appreciation-as Organizer Awarded by the Junior PMAP, UM-Davao Chapter, January 26, 2013 Entitled GOING GLOBAL: Ways how to interact with Foreign Clients"

LANGUAGE

- Read and Write : English
- Common European Framework for Reference (CEFR) English Score = C1 Advance or equivalent to 7.0 IELTS

REFERENCE

- **LOILA ACIDO CAMASURA - "Bislig Venture Construction and Devt Inc"**
Vice President for Planning
0917 549 9426
- **Atty Ryan Ric Bisnar - "Davao Security and Investigation Agency Inc"**
Company Lawyer
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