

SHIELA L. ASCARES

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Mobile No. +63 9072924901

Address: # 33 Rose St. Freedom Park, Batasan Hills, Quezon City



CAREER OBJECTIVE:

- To be involve in a work where I can utilize my skills and creatively indulge with the system that effectively contributes to the growth of the company.
- To share my skills and capabilities to each member of the company.
- To achieve my personal and career growth on this new opportunity.

SKILLS:

- Bidding Personnel
- Organize and supervise construction projects
- Clerical Works (contract/bidding documents)
- Prepares, completes and manages all paperwork necessary for the project
- Knowledgeable in SAP/ Salesforce CRM
- Knowledgeable in Microsoft Word, Excel
- Good communication skills (written & verbal)
- Good telephone handling skills
- Multi-tasking and can work under pressure

WORKING EXPERIENCE:

- **PROJECT ADMINISTRATOR – (contractor)**
- **DOCUMENTATION OFFICER – (developer / contractor)**
- **LIAISON OFFICER/ SITE ADMINISTRATOR – (building and construction)**
- **CUSTOMER SALES SUPPORT ASSOCIATE - (corporate office)**
- **DISPATCH AND BILLING ASSOCIATE - (depot operations)**

Acquasource Inc.

98 Road 3, Project 6, Quezon City

(PROJECT ADMINISTRATOR)

June 13, 2022- Present

Rotaflex Construction and Development Corporation

4th Floor, EL-AL Building, 608 Quezon Ave.,

Brgy. Tatalon, Quezon City

(DOCUMENTATION OFFICER)

January 29, 2021- June 11, 2022

Chives Construction and Supply

Dahlia St. Espina Ext., Brgy. Taft, Surigao City

Surigao del Norte, Philippines 8400

May 2019 to December 31, 2020

(LIAISON OFFICER/ SITE ADMINISTRATOR)

Unioil Petroleum Philippines, Inc

Pres. Sergio Osmeña Highway corner Cuangco St., Pio Del Pilar

City of Makati, NCR, Fourth District, Philippines 1230

May 2015 to Feb. 2019

(CUSTOMER SALES SUPPORT ASSOCIATE)

EDUCATIONAL BACKGROUND:

Tertiary: **SURIGAO STATE COLLEGE OF TECHNOLOGY** (*Main Campus*)
Surigao City, Surigao del Norte, Philippines
Bachelor of Science in Civil Engineering (2007-2013)

PERSONAL DATA:

Birthday : August 23, 1991
Nationality : Filipino
Civil Status : Single
Height : 4'11 ft.
Weight : 57 kg.
Religion : Seventh- day Adventist
Place of birth : Surigao City, Surigao del Norte

REFERENCES:

Ms. LUZVIMINDA M. PALISOC
Land Acquisition / Business Development Officer
Rotaflex Construction and Development Corporation
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Engr. Janeth T. Galigao
Proprietor/Owner
Chives Construction and Supply
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