

Jarmine Daena Caballero

Civil Engineer | Social Media Manager | Marketer | Content Creator | Virtual Assistant | Financial Consultant
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WORK EXPERIENCE

Financial Consultant

May 2022- Present

Prulife UK

Prulife UK Information Established in 1996, Pru Life UK is the pioneer of insuravest, or investment-linked life insurance products. Pru Life UK bagged the International Life Insurer of the Year-Philippines recognition in the Insurance Asia Awards for the second consecutive year.

- Explains the type of financial services to the clients.
- Assesses the client's financial situation to present a financial plan.
- Develops financial strategies by guiding the client to establish and achieve financial goals.
- Monitors client's financial situation.

Design Programmer, Engineer I

May 2021- May 2022

Planning, Programming & Design Division, Provincial Engineering Office

The Office is responsible for the construction, improvement, rehabilitation, maintenance, and repair of all provincial roads, bridges, parks, government buildings and other infrastructure projects of the province.

- Analyzed and assessed detailed quantity and work item costs of 2-3 projects simultaneously while meeting precise standards.
- Prepared and provided explicit documentation of projects' Program of work: Detailed quantity & work item cost estimates, program & scope of works, and unit cost derivation using Microsoft Excel and AutoCAD.
- Effectively controlled costs through economical utilization of personnel, materials and equipment.

Rebar Analyst

July 2019-February 2020

SigmaBear Incorporated

The company engages in delivering world-class Computer Aided Design & Building Information Modeling services to major engineering and architectural firms on the market.

- Created analysis and detailed drawings in accordance with the standards and meets the requirements of structural elements given by the clients.
- Assessed the bar bending schedules from issued contract drawings using company software. Ensured that the drawings are not unnecessarily congested and complicated.

EDUCATIONAL BACKGROUND

Bachelor of Science in Civil Engineering

Aldersgate College, 2018

Nueva Vizcaya, Cagayan Valley

ORGANIZATIONAL BACKGROUND

Secretary

Junior Philippine Institute of Civil Engineers (JPICE)

Aldersgate College- School Division

SKILLS & QUALIFICATIONS

- Tools; AutoCAD, SketchUp, Microsoft Office, Google Workspace, Zoom, Notion, Canva
- License: Registered Civil Engineer, 0171218
- License: Financial Consultant, 70125335
- Language: Fluent in English
- Other Skills: Virtual Assistance, Social Media Management, Marketing, Community Management, Content Creation & Curation, Outreach, User- Engagement, Brand Recognition & Awareness, Email marketing, Influencer marketing, Graphic & Logo Design, Lead Generation, Calendar management, Data Entry, Customer Service.

TRAINING & CERTIFICATES

40-hour Construction Occupational Safety & Health (COSH)

March 29-31 & April 5-6, 2021

Online Training for Safety Officer 2

A. Lopez HSE Training & Consultancy

Social Media Management (SMM)-Online Course

January 22, 2022

PRO VA PH

General Virtual Assistance Training

January 30, 2022

PRO VA PH

Must Have Skills (Training) for Virtual Assistants in 2022

January 5, 2022

Udemy