

Jayson Apostol

Professional Summary

Dedicated Law Enforcement Personnel professional with history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Work Experience

Assistant Operation Officer

Philippine National Police Aviation Security Group, Pasay City. July/2016 - JUNE/2022

- Complete paper work recognizing discrepancies and promptly addressing for resolution.
- Developed and maintain courteous and effective working relationships.
- Learned new skills and applied to daily tasks to improve efficiency and productivity.
- Proved successful working within tight deadlines and fast-paced atmosphere
- Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
- Identified issues, analyzed information and provided solutions to problems

Watchman

City/Hall of Tuguegarao Cagayan Valley, Tuguegarao City June/2013 - March/2015

- Wrote detailed reports on property damage, theft, presence of unauthorized persons and unusual incidences.
- Reviewed camera and system feeds and alerted proper respondents regarding discrepancies.
- Patrolled and monitored premises in company vehicle, on bicycle and by foot
- Wrote detailed reports on property damage, theft, presence of unauthorized persons and unusual incidences.
- Conducted regular patrols of key areas to spot and control security concerns.

Construction Labourer

North Valley Construction, Tuguegarao City March/2011 - April/2013

- Brought materials and tools from trucks and storage facilities to work site locations and organized for expected needs
- Operated equipment such as fork trucks and skidders.
- Operated power equipment to move materials and promote job efficiency.
- Erected and removed temporary structures such as trench liners and scaffolding to meet team need.
- Prepared job sites for work plans by measuring and marking different distances

Awards

PNP Commendation Medal.	March 16, 2020
PNP Heroism Medal.	June 4, 2020
PNP Disaster Relief and Rehabilitation Medal	October 21, 2020
PNP Medal of Merit.	November 3, 2020
PNP Anti- Dissidence Medal	November 10, 2020

Contact

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Skills

Professional

Interpersonal Skills
Time Management
Problem Solving
Leadership
Organization

Technical

Operational Procedure
Operational Data Management
Operational Performance
Improvement
Operational Evaluations
Operational Reports

Education

Bachelor of Science in Criminology

Florencio L Vargas College
Tuguegarao City Cagayan Valley
Philippines'
March/2005 - April/2010