



PROFILE

Obtain a challenging leadership position applying creative problem solving and learn support skills with a growing company to achieve optimum utilization of its resources and maximum profit.

PERSONAL INFO

Birthdate:
July 04, 1993

Place of Birth
Paniqui, Tarlac

Status:
Single

CONTACT INFO

+63906-015-4376
+63927-451-9127
LinkedIn
Website goes here

EMAIL:
armieasidera@gmail.com

SKILLS

- Experience in Site Tracker
- Microsoft Office (Excel)
- Good communication skills
- Time Management
- Team Player

ARMEI BERMUDEZ ASIDERA

WORK EXPERIENCE

Phil-Tower Consortium Inc - Documentation Assistant
September 2022 – Present

- Updating and maintaining document management systems and physical records.
- Monitor and report contractor's documentation lead times.
- Ensure that approved revisions to project and site documentation templates are communicated to own organization and Contractors.
- Site Tracker Management.
- Assisting employees with accessing documents through our document management system.
- Endorsing Lease Package review to Legal department for their review and approval.

Covenant-Tel Solutions Inc - Documentation Assistant
February 2022 – August 31, 2022

- Updating and maintaining document management systems and physical records.
- Monitor and report contractor's documentation lead times.
- Ensure that approved revisions to project and site documentation templates are communicated to own organization and Contractors.
- Site Tracker Management.
- Endorsing Lease Package review to Legal department for their review and approval.

4Global Pacific Builders - Project Control Manager/Project Consultant
November 2020- December 2021

- To coordinate, supervise and manage subcontractors including site acquisition and permitting to ensure project objectives are achieved.
- Attending weekly project meeting with the client.
- Attend meeting or session in Barangay and in Local Government Unit.
- Trouble shooting all the issues in project.
- Monitor the project billing.
- Conduct negotiation in lessor regarding the rental and contract concern.
- Reviewing property documents and processing the lease contract of lessor.
- To ensure project reports are furnished and updated on a weekly basis.

Jezka Construction Corp – Site Acquisition Officer
November 2018- December 2020

- Project Monitoring.
- To follow up subcontractors and SAQ officers regarding property documents and project status
- Attending meetings or sessions in Barangay and in Local Government Unit if necessary.
- Trouble shooting all the issues in documentation department.
- Application of National Permits needed for the site such as Cert of Non-Coverage, DOH Clearance, Height Clearance Permit.
- Review and comply with the Lease Package to be submitted to client.
- Securing Property Documents.

Pop Photo Cener – Asst. Printer / Photogrpaheer

April 2016 – June 2018

- Register all sales transactions according to company procedures.
- Maintains correct and prompt preparation of cash count and inventory reports as required by the management.
- Maintains orderly sorting and recording of all jobs.
- Implements operational procedures to facilitate and enhance work with prior approval from supervisors to or the management.
- Prepares machines for printing including alignment, testing, formatting, and adjusting layout accordingly.

EDUCATION

Interworld Colleges Foundation Inc.

Bachelor of Science in Computer Science

2010-2014

Interworld Colleges Foundation Inc.

2006- 2010

Interworld Colleges Foundation Inc.

Nancamarinan Elementary School

2000-2006

CHARACTER REFERENCE

Available upon request.