Jephson Co

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WORK EXPERIENCE

Software Club   **Aug, 2023 – Jul, 2025**
Transcript Editor   *Remote*

- Transformed technical interview transcripts into structured deliverables using ChatGPT, supporting research and investor insights for global clients.
- Created and optimized prompt workflows based on internal guidelines, leading to company-wide adoption and improved consistency in transcript formatting.
- Automated cost calculations in Airtable by implementing custom formulas, streamlining pricing workflows and supporting the Project Manager in resource planning.

Atomic Projects   **Sept, 2024 – Present**
Project Estimator   *Remote*

- Prepared detailed cost estimates by analyzing tender plans and documents using PlanSwift and Bluebeam, ensuring comprehensive scope alignment and competitive pricing.
- Maintained project dashboards in Notion to track tender progress, manage deadlines, and coordinate pre-tender meetings, improving team coordination and visibility.
- Organized Google Drive repositories for tender documentation to streamline access, support efficient archiving of bid outcomes, and improve ongoing tender management workflows.

SharePro Inc.   **Feb, 2023 – Jul, 2024**
Construction Management Associate   *Cagayan de Oro City, PH*

- Streamlined delivery workflows for an 8-storey residential project by coordinating across planning, contracts, supply chain, and QA teams to shorten bidding cycles and maintain contract and quality standards.
- Delivered weekly site progress and material tracking reports to senior management, enabling faster resolution of project issues and data-driven decision-making.

JiCO Property Development   **Jul, 2018 – Jun, 2022**
Site Engineer/Estimator   *Cagayan de Oro City, PH*

- Prepared cost estimates and material take-offs from drawings to support residential project execution and reporting.

EDUCATION

University of Santo Tomas   **June 2020**
B.S. Civil Engineering   *Metro Manila, PH*

- Graduated *Cum Laude*

ONLINE COURSES

Bluebeam Revu Fundamentals for Construction Quantity Takeoff and Estimating   **2025**

- Developed workflow efficiency skills using Bluebeam Revu, including custom toolsets, measurement logic, layered data organization, and automated quantity report generation

Excel Skills for Business Specialization (Macquarie University)   **2023**

- Expertise in advanced Excel functions for business applications, managing large datasets, performing complex calculations, and creating automated, error-free, and decision-supportive spreadsheets.

CS50x by Harvard University   **2022**

- Completed a rigorous introduction to computer science focused on problem-solving and programming fundamentals. Strengthened logic and tech literacy in construction tech environments.

SKILLS & INTERESTS

- **Skills:** Prompt Engineering, Generative AI, Project Coordination, Document Management, Excel
- **Interests:** Artificial Intelligence, Automation, Strength Training, Coding