

JORGE LOWELL
VENERABLE

09693320795
vjorgelowelljl19@gmail.com
Valencia, NEGROS ORIENTAL

PROFESSIONAL SUMMARY

Recent Bachelor of Science in Geology graduate from Negros Oriental State University with strong skills in research, data analysis, fieldwork, and technical documentation. Experienced through academic internship in mining operations and office-based reporting. Adaptable, hardworking, and eager to contribute to public service by providing reliable support in municipal programs related to environment, disaster preparedness, and community development. Open to office staff positions in any department where assistance is needed.

EXPERIENCE

1. **TTEC – Healthcare Dental CSR II (Seasonal)**
Dumaguete City, Negros Oriental | Oct 2024 – Feb 2025

- Delivered professional customer service handling high-volume inquiries.
- Maintained accurate records and ensured compliance with data confidentiality.
- Coordinated with teams to resolve issues and meet productivity standards.

Skills gained: communication, documentation, problem-solving

2. **Philsaga Mining Corporation – Geologist Intern**
Bunawan, Agusan del Sur | Jul 2023 – Sep 2023

- Assisted in geological fieldwork, drill core logging, and sample collection.
- Organized data and prepared reports for senior staff.
- Supported environmental and safety compliance on-site.
- Assisted in basic mapping and spatial data handling using QGIS for field data presentation.

Skills gained: research, data organization, technical reporting, teamwork

SKILLS

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| • Research and Data Analysis | • Mapping and Data Visualization (QGIS) |
| • Technical Report Writing | • Team Collaboration and Adaptability |
| • Field and Office Documentation | • Basic Computer Proficiency (MS Office, Google Workspace) |
| • Environmental Awareness and Compliance | |
| • Disaster Preparedness Knowledge | |

CERTIFICATIONS & TRAINING

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| • “Navigating into the World of Digitization” Seminar | • “Geologic Odyssey” Seminar |
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EDUCATION

- **Bachelor of Science in Geology**
Negros Oriental State University / June 2024
- **Senior High School Diploma**
Foundation Preparatory Academy / March 2020
- **Junior High School Diploma**
Valencia National High School / March 2018

ELIGIBILITY

- **Civil Service Commission (CSC) Professional Level**
Exam Date: August 10, 2025 / Passed: October 13, 2025

LANGUAGES

- Cebuano/Bisaya (Native)
- English (Fluent)
- Tagalog (Fluent)