

# KARL CHRYSMYRRH M. CARRITERO

Antipolo City | +639089312802 | carriterokc@gmail.com

## EDUCATION

### ANTIPOLO INSTITUTE OF TECHNOLOGY

*Science, Technology, Engineering, and Mathematics Strand*

*Antipolo City, Rizal*

*2017-2019*

- Consistent scholar student
- Graduated with honors

### ANTIPOLO INSTITUTE OF TECHNOLOGY

*Bachelor of Science in Construction Engineering with  
Embedded Diploma in Construction Supervision*

*Antipolo City, Rizal*

*2019-2024*

- Consistent scholar student
- Graduated with honors
- Dean's List (2019-2024)

## AREAS OF EXPERTISE

### Professional Skills

*Strategic Planning | People Leadership | Creative Problem Solving |  
Critical Thinking | Effective Communication*

### Technical Skills

*Office Software | Industry Specific Software | Project Management |  
Computer Literate | Content Creation | Video Editing | Social Media Management*

## PROFESSIONAL WORK EXPERIENCE

### Australian Entrepreneur

*General Virtual Assistant | Shopify VA*

*Adelaide | Australia*

*April 2025 - June 2025*

- Draft, format, and publish an average of 20 SEO-optimized blog posts per day, ensuring content accuracy, relevance, and alignment with brand voice and editorial standards.
- Create and upload compelling product descriptions on Shopify, optimizing for user engagement and conversion while maintaining consistent tone and technical accuracy.
- Support daily administrative operations, including email management, calendar coordination, data entry, and document organization to streamline business processes.
- Assist in content planning and execution for social media platforms, including minor static image editing (e.g., text overlays, resizing, branding alignment) using tools such as Canva.
- Collaborate with the client to prioritize tasks, meet tight deadlines, and maintain consistent quality across all deliverables in a fast-paced e-commerce environment.

### Will Decena & Associates Incorporated

*Field Engineer Intern | Accounting & Finance Intern*

*Paranaque City | Quezon City*

*September 2023 - February 2024*

- Lead multiple subcontractor's manpower on accomplishing Mechanical, Plumbing, Fire Protection and sanitary works on Residential projects.
- Document filing of weekly and monthly accomplishments reports.
- Cooperated with project's consultants and project engineers for effective and efficient project accomplishments
- Responsible for daily encoding of inventory reports using SAP business one software.
- Collaborated with a team of more than 10 on maintaining an organized file of accounting and finance transactions.

### Towerchem Enterprises & Services

*Service Engineer | Operation Supervisor*

*Antipolo City | Rizal*

*November 2023 - Present*

- Monitoring of water treatment projects for commercial and industrial establishments.
- Checking and maintenance of water treatment feed and bleed equipment.
- Overseeing service technicians conducting water treatment projects of operations.
- Maintains project equipment & machineries specifically cooling towers, boilers and other chemical materials.

### REVO Digital Co.

*Marketing Staff | Virtual Assistant*

*Cambodia*

*February 2021 - September 2022*

- Created multiple social media accounts to promote the company's social media presence.
- Obtained 10,000 facebook page followers.
- Increased facebook page engagements by posting organic contents.

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## TRAININGS & CERTIFICATION

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- National Certificate II Technical Drafting | Technical Education and Skills Development Authority | *January 2022 - January 2027*
- National Certificate II Masonry Works | Construction Manpower Development Center & Technical Education and Skills Development Authority | Training: June 5 - 9, 2023 & Certification: *June 13, 2023 - June 12, 2028*
- National Certificate II Scaffolding Works | Construction Manpower Development Center & Technical Education and Skills Development Authority | Training: June 19 - 23, 2023 & Certification: *June 29, 2023 - June 28, 2028*
- National Certificate II Reinforcing Steel Works | Construction Manpower Development Center & Technical Education and Skills Development Authority | Training: July 3 - 7, 2023 & Certification: *July 11, 2023 - July 10, 2028*