

JERVIN GRACE APOSTOL

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SUMMARY

Versatile professional with experience as an Assistant English Teacher and Administrative Coordinator skilled in communication, organization, and problem-solving. Highly adaptable and detail-oriented, with a strong ability to manage tasks efficiently in fast-paced environments. Recently developed an interest in Data Science and eager to start learning and gaining hands-on experience as soon as possible. Motivated to apply existing skills while expanding knowledge in data-driven roles.

TECHNICAL SKILLS

- Data management
- Data visualization & presentation
- Market & educational research
- Critical Thinking
- Attention to Detail
- Adaptability
- Problem solving
- Knowledgeable in Microsoft Office and Google Workspace
- **Languages:** English (Native Proficiency), Filipino (Native Proficiency), Spanish (B2)

PROFESSIONAL EXPERIENCE

Administrative Coordinator / Property Manager, FTIC

June 2025 - Present

- Managed multiple properties, tenants, and administrative records with attention to confidentiality and accuracy. Created and updated databases to track property maintenance, leases, tenant inquiries, and financial records.
- Coordinated calendars, schedules, and reminders to improve workflow efficiency.

English Language Assistant, Escuelas Católicas de Madrid

Sep 2019 - Present

- Helped create engaging lesson plans, worksheets, and interactive activities to enhance language learning.
- Worked closely with students needing extra help with grammar, vocabulary, and comprehension.
- Collected and analyzed student performance data to improve teaching strategies.
- Coordinated with teachers, administrators, and students to ensure smooth learning processes.

Executive Virtual Assistant, Real Estate Entrepreneur

Apr 2022 - Jan 2025

- Conducted research to support business strategies, vendor selection, and market analysis.
- Created and developed organized spreadsheets to track essential information ensuring data accuracy and accessibility.
- Acted as a liaison with banks and service providers, ensuring seamless financial transactions.

Project Manager, Slide Genius Manila

2019

- Coordinated between creative teams and clients to ensure design outputs met business objectives.
- Integrated customer feedback and behavioral data into project roadmaps for continuous improvement.

Administrative and Legislative Researcher, Senate of the Philippines

2018

- Created a database for the recipients of the Medical Assistance Program by the office of Sen. Richard Gordon and assisted with the issuance of the medical grant letters.
- Wrote reports on the most relevant affairs in the Philippines and on several Senatorial hearings.

EDUCATION

De La Salle University - Manila

2019

Bachelor of Arts Major in International Studies Major in European Studies

- Graduated with a GPA of 3.362 / 4.000
- Honorable Mention, Consistent Dean's Lister (9 terms)

Alliance Française Strasbourg, France

2017