

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
- **Languages:** English (Native Proficiency), Filipino (Native Proficiency), Spanish (B2)
- Critical Thinking
- Attention to Detail
- Adaptability
- Problem solving
- Knowledgeable in Microsoft Office and Google WorkSpace

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